

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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18 January 2023

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, 24 January 2023 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. Result of Peel Hall By- Election**

The following person has been elected as a councillor for the Peel Hall Ward at the By-Election held on Thursday 8 December 2022 and will serve for a term which expires in May 2024:-

Name of Candidate	Description
SECKER-MCKINNEY, Lisa Marie commonly known as SECKER, Lisa Marie	Labour Party

4. Minutes

To confirm the minutes of the meeting of the Parish Council held on 22 November 2022.

5. Updates on Issues from Previous Meetings

6. Question Time for Electors

7. Written Motions Received

8. Police / Community Issues

9. Correspondence

10. Planning Matters

11. Finance Officer's Report

12. Reports from Parish Council Committees

- Management Committee – 10 January 2023. *(to follow)*

13. Reports from Outside Bodies

- Parish Liaison Meeting – 18 January 2023
- PCC and Parish Liaison Meeting – 23 January 2023

14. Ward Reports / Updates

- Houghton Green Ward
(Councillors D Friend, G Friend, McGinn and Warnock-Smith)
- Peel Hall Ward
(Councillors A Abbey, E Abbey and LM Secker)
- Winwick Ward
(Councillors Herron, Iddon and Mitchell)

15. Date and Time of Next Meeting

- Tuesday, 28 February 2023 at 7.30pm

16. Chairman to move to Part 2

Part 2

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

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

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

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

WPC.95 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor F McGinn.

WPC.96 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.97 Minutes

Decision – That the Minutes of the meeting held on 25 October 2022 be agreed and be signed by the Chair as a correct record.

WPC.98 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions were progressing well, 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 respect of Action 8 – Negotiations with Winwick CE Primary School, Members asked for an update. Councillor Herron indicated that a meeting would need to be arranged soon with the school's representatives. They had previously indicated that a proposed scheme would be available for discussion in January or February 2023. A meeting should take place at that time.

Clare Jones, Operations and Finance Officer, reported that the Police and Crime Commissioner (PCC) for Cheshire had recently declined to fund the proposed smiley-face speed monitor. The PCC's response indicated that he had already funded a number of data collation and speed devices across the county this year and, therefore, now was not an appropriate time to fund a further project of this nature. Members asked whether the initial decision had provided the authority for the Council to fully fund a speed camera if the bid to the PCC for part funding was unsuccessful. The Clerk indicated that the details of the approval were not available at this meeting, but the Council could resolve to fully fund a camera tonight if it wished, subject to the Operations and Finance Officer confirming that sufficient budgetary provision was available. Ms Jones indicated that that a moveable monitor would cost in the region of £3,370 and that sufficient resources should be available. Councillor Warnock-Smith provided a note of caution, as the energy price cap for businesses would increase in April 2023, which might give rise to future budgetary pressures.

Councillor Friend commented that there was an element of risk involved in providing a speed monitor, as a similar device in Poulton-with-Fearnhead had been stolen recently. The unit would need to be chained securely to a lamppost. The monitor would then record and provide useful data about traffic speeds.

Action 20, a staffing matter, would be discussed in Part 2 of the Agenda.

Decision –

- (1) To note the position regarding updates from previous meetings.
- (2) To approve that the purchase of a mobile smiley-face speed monitor for use in the Parish funded in full by the Council in the sum of approximately £3,370.

WPC.99 Question Time for Electors

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

Speed Monitoring

A member of the public expressed satisfaction that the Council had agreed to fund a smiley-face speed monitor.

Development Management

A member of the public enquired about how much say the local community had when a developer wished to build a new housing development on matters such as the type housing to be provided. He also queried whether anything could be done if a developer failed to comply with the conditions of the planning approval.

Response: Members commented that the Parish Council had a say as a consultee in any planning approval. Housing development usually had to provide one third of affordable housing and 15% for people with a disability, if over a certain number of dwellings were proposed. The precise requirements were set out in the Local Plan. The style of the particular development would be set out in the individual application submitted. However, the Government were gradually reducing the powers of local authorities to control development. For example, if a developer was required to provide 300 affordable homes by the planning authority, the developer could appeal and might win their case. If decisions went to a public inquiry, it was important for residents to make their views known. The Parish Council and councillors individually could support the residents at this stage. Residents needed to submit individual objections rather than sign a petition, as a petition would carry less weight. The Local Plan would explain what types of properties were required and the detailed provisions required, eg. for electric car charging points, etc. The public were reminded that the Council had hard fought against the development at Peel Hall during the appeal stage, having paid for a planning consultant and provided support to the Rule 6 group. However, there had been a limited local response to the early iterations of the draft Local Plan, which had led to the continued inclusion of the proposed housing allocation site off Golborne Road.

A supplementary question was put by another member of the public about the reason for Peel Hall being included in the Local Plan as housing development land. Councillor Mitchell explained that the housing requirement for Warrington was set by the Government. The Peel Hall site was categorised as greenfield (not Green Belt). The call for sites had not returned sufficient brownfield land to meet all of the development needs. Hence greenfield sites were also included. The approach did serve to protect Green Belt land. Councillor G Friend commented that high-density housing, such as flats, were planned in the town centre to take pressure off green sites

A further member of the public noted that the Parish had done its best to protect the Peel Hall site. It should now focus on the Golborne Road site which would effectively double the number of houses in the Parish. He indicated that the current proposals could add 1,500 homes across both sites in Winwick. The matter of few parish councillors attending the recent Local Plan hearing was raised by one resident. However, it was explained that the Council had appointed Councillor Herron to undertake the role of spokesman on behalf of the whole Council. The precise decision date for approval of the Local Plan was not currently known. Councillor Mitchell outlined the planning process for individual large-scale applications. This usually involve the submission of an outline planning application, then a full planning application. Residents could comment at each stage of the process.

A member of the public enquired why a site at Hollins Lane had not been included in the Local Plan. On the face of it, this had appeared to be a better site with no obstructions from pylons or water works and would not result in traffic movements past the Swan pub. Councillor Mitchell confirmed that this would have been considered at the call for sites stage. The Parish Council and public had been consulted at that stage and councillors had objected to extensive development in Winwick, but there had been little public response. That phase had led to numerous changes to the draft Local Plan, particularly to planned development in the south of the Borough.

Car Boot Sale

A member of the public raised the matter of traffic congestion in the village caused by the regular Sunday car boot sale on Townfield Lane, Winwick. Ambulances would not be able to use this route easily and there was no Police presence. He noted that there were licences from the Borough Council which applied to the use of this site and asked if the Parish Council could report any transgression.

Response: Councillor Mitchell reported that she had reported the car boot sale issue to the Borough Council. Councillor Iddon noted that this had been on-going for a long time. Obstruction by vehicles was a Police matter. A resident commented that visitors sometimes were under the mistaken impression that parking was available at B&Q. Members confirmed that they had raised this matter regularly over the years. This had resulted in no U-turn signs being erected. However, numerous traffic offences had been observed, such as parking on the central reservation. Members suggested the possibility of writing to B&Q to see if they would allow parking on their

site and writing to the PCSO to increase enforcement. A member of the public suggested asking the car boot sale organisers to provide better marshaling for the event.

Parkside Development Traffic Mitigation

A member of the public referred to the planning approval for the Parkside development and in particular the traffic mitigation measures which had been proposed for the junction of Hollins Lane and Golborne Road before any material works commenced. This had been included in the planning approval issued in November 2021. Action would be required soon, as completion of the first Phase was due in 2024.

Response: Councillor Mitchell indicated that the proposal to upgrade the junction had been superseded. Warrington Borough Council and Winwick Parish Council had lobbied for the completion of the link road before any substantial construction at the site. The developer had initially sought to widen roads during Phase 1 and construct a link road during Phase 2. However, Warrington and Winwick local authorities had objected to this approach. The works identified in the initial planning consent would no longer be implemented, as the Parkside link road was in lieu of those improvements. The resident asked why the planning consent still referred to the traffic lights upgrade. Councillor Mitchell responded that the consent could not be altered retrospectively, but the junction improvement would not take place due to the link road agreement. The link road should be fully open before the end of Phase 1. Traffic modelling had demonstrated that the bypass would improve the traffic in Winwick. The Chair thanked Councillor Mitchell for her time and personal effort in relation to this matter.

Local Plan

The above member of the public commented that housing developments in Winwick included in the draft Local Plan had been based on the aforementioned road improvements agreed for the Parkside scheme. He asked how the Local Plan could now support such housing development. The resident's stated aim was to raise awareness of this issue. A second resident commented that Peel Hall housing development was embedded in the draft Local Plan, but he queried whether the Golborne Road development could still be challenged.

Response: Julian Joinson, Clerk, noted the concerns raised, but indicated that detailed strategic planning questions could only be answered properly by Warrington Borough Council. There were a number of 'dual-hatted' councillors at the meeting today who could refer these matters to the Borough Council, but might not be in a position to answer technical questions about planning and highways matters tonight. A second resident suggested that the Parish should note and comment on the traffic mitigation issues. Councillor Mitchell reiterated that the traffic mitigation measures described in the Parkside planning consent would no longer take place, but the link road would be in place before the Parkside development opened. In relation to the Golborne Road development, the time for challenging site allocations had effectively passed as the draft Local Plan was with the Planning Inspector who would shortly make a decision on the final Plan.

3G Pitch Proposals

A resident asked about the feasibility study for a 3G pitch, which had been approved recently. He expressed concern about the reference to a new access road to the Leisure Centre and queried why two entrances would be required. He asked if the proposed new entrance was from the existing main gates to the Playing Fields. He expressed concern that this access point was facing a number of residential properties and would involve tarmac being laid over an area which was currently green space. He also asked whether there was anything wrong with the existing car park. The resident expressed a view that the feasibility study should consider the possibility of not providing a new entrance off Myddleton Lane. There was a suggestion that this proposal had been knee-jerk reaction to on-going discussions with Winwick CE Primary School about land. He pointed out that the initial discussions with the school had earmarked the Myddleton Lane side of the playing field for use as a car park, which had proved unpopular. The 3G scheme appeared to be proposing the same location for a car park.

Response: Councillor Mitchell indicated that the intention was to replace the existing access road and have a single alternative access. Clare Jones added that the current access road belonged to Winwick CE Primary School and was very narrow. Councillor Iddon also commented that the existing access road was not generally suitable for increased levels of usage. The resident believed that there was a *quid pro quo* arrangement with the school over use of that access road. Councillor Mitchell indicated that a consultation would take place in the New Year. The potential change to the layout of the green space had been considered. Any loss of green space could be mitigated by reinstating a grassed area on the site of the existing main car park. Members indicated that there was nothing wrong with the existing car park, but the access to it was poor.

Councillor Herron commented that no plans were set in stone at this stage. The purpose of the feasibility study was to outline a potential way forward for discussion with the residents. The study would assess the need for sports provision in the area and identify any available funding. There were health and safety concerns about the current access to the Leisure Centre and access rights were not guaranteed, as the road was owned by the school. A new access road might enable traffic calming to be introduced at the junction. Councillor Mitchell commented that the proposals were part of a discussion between the Council and the school about a shared vision for the whole site. Ms Jones added that the proposals would consider the wider sports and leisure needs of the area. The proposals would be subject to full consultation. Any car parking provision would be owned by the Council, not the school.

Traffic Management

Arising from the above discussion, Councillor Mitchell raised the matter of the proposed traffic management scheme for Myddleton Lane. She indicated that Warrington Borough Council's officers had been concerned about the Parish Council consulting on a preferred option, as this might unnecessarily raise expectations about that Council's ability to fund the scheme. Some work had already taken place

to develop options for a traffic management scheme on Myddleton Lane, with input from Borough Council officers. However, there were some advantages to having an off-the-shelf scheme ready to activate, should funding become available. The Parish Council could decide to consult at this stage and the Borough Council would provide assistance as required. The Council was requested to decide if it wished to consult on the preferred traffic management scheme.

Response: A member of the public asked if further traffic calming would be needed to cope with traffic linked to the proposed 3G pitch. Councillor Graham Friend noted that the preferred option did not currently envisage traffic calming at the main gates to the playing field. The Chair advised caution as a consultation could raise expectations. Councillor Alex Abbey noted that there might be s.106 (Town and Country Planning Act 1990) money available, if a traffic scheme was ready to go. This was not dissimilar to what had happened with Leveling Up Fund applications, in that, because of tight deadlines, schemes that were already worked up were put forward. Councillor A Abbey indicated that he was in favour of pressing ahead with the traffic management scheme provided that the funding issue was carefully explained. Councillor Mitchell commented that the original consultants had a scheme already prepared which could be used as the basis of further consultation.

Decision –

- (1) To note the issues raised by residents and responses provided.
- (2) To approve a consultation exercise regarding the preferred option for traffic calming on Myddleton Lane.

WPC.100 Written Motions Received

There were no written motions submitted on this occasion.

WPC.101 Police / Community Issues

There were no police reports provided or community issues raised on this occasion.

WPC.102 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 – 26/10/22, 27/10/22, 28/10/22, 31/10/22, 03/11/22, 07/11/22, 14/11/22, 17/11/22 and 18/11/22(x2)
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 October and 4, 11 and 18 November 2022 – 28/10/22, 04/11/22, 11/11/22, 15/11/22 and 18/11/22

3. Website enquiry form from Georgina Crowther, Freedom Fibre (a broadband network company), in connection with funding available to non-profit groups in and around Culcheth, delivering good and green projects, with each one being able to apply for up to £250 of funding from their Freedom Fund – 01/12/22
4. E-mail from Katie Halliwell, Cabinet Support Officer, Warrington Borough Council, about the Agenda for the Development Management Committee meeting due to be held on Thursday 10 November 2022 – 03/11/22
5. 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 Thursdays, 10 and 17 November 2022 and a Town Police Clauses Act Notice in connection with Remembrance Sunday – 08/11/22(x2) and 15/11/22
6. E-mail on behalf of Wicksteed reminding the Council to make arrangements for the annual inspection of its playground equipment – 08/11/22
7. Website enquiry form from Helen Middleton, Warrington Action Against Inappropriate Development (a group of enthusiasts who would like to preserve green fields around Warrington), inviting councillors to join their Facebook group and campaign – 08/11/22
8. Website enquiry form from Lina Varkojiene, on behalf of The National Kidney Federation, enquiring if the Council would be interested in granting permission to the charity to place a clothing bank on the Leisure Centre car park to help to raise funds – 11/11/22
9. Website enquiry form from a resident, SB, seeking information on the plans to improve the leisure facilities in the village and asking about the Council's engagement processes with the public, either via social media or through a residents group – 14/11/22
10. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs – specialist signs and displays
 - Cloudy IT – digital services
 - Futurform – benches
 - GeViews – notice boards and Christmas tree brackets
 - Kompan – fitness equipment
 - We Find Any Learner – training courses

Councillor Iddon referred to a correspondence item mentioned in the minutes of the last meeting at Item 9 – Overgrown Trees. Julian Joinson, Clerk, reported that he had not responded directly to the enquirer. However, the tree works had not been considered to be a priority at the last meeting. The Chair advised that the matter should be left in abeyance for the time being.

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

WPC.103 Planning Matters

The Clerk reported that there had been no individual planning applications submitted for comments on this occasion.

WPC.104 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 2022/23

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 October 2022.

In October, £15.3k of income had been received through the Leisure Centre. The Centre was showing a £1.1k loss for October, with a year to date loss of £5.8k showing.

Losses were due to the increased electricity bill. The Centre's management was working hard to keep additional costs low in order to recoup the year to date loss from November going forward. The November figures were currently in profit.

Progress was being tracked against the position for last year (a graph for which was provided).

There had been £13.6k of expenditure against the precept in October with £67k of expenditure on the year to date. It should be noted that there would be some annual calls on the budget in January 2023 including the playground inspection, premises licence and insurance costs. However, the budget was on target overall.

Additional Items

1) Christmas Party Events

As reported to the Management Committee on 8 November 2022, there were 2 children's Christmas parties being undertaken on the 24 December 2022. The 1pm to 3pm slot had sold 85 of 100 tickets (as of 14 November) and the 4pm to 6pm slot had sold 26 of 100 tickets (as of 14 November).

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

Payments Leisure Centre		
14-Nov-22	£429.61	T &JT Barton
14-Nov-22	£72	Maxigiene
14-Nov-22	£129.60	Clear Brew
14-Nov-22	£55.50	Easyflow
07-Nov-22	£1,076.52	T &JT Barton
31-Oct-22	£129.60	Clear Brew
31-Oct-22	£237.12	System Hygiene Ltd
31-Oct-22	£74	Easyflow
31-Oct-22	£257.75	Water Plus Limited
31-Oct-22	£1,548.90	T &JT Barton
Payments Parish		
14-Nov-22	£2,277.42	HMRC Cumbernauld
14-Nov-22	£214	DL Hannan
07-Nov-22	£6,000.00	Facility and sport
31-Oct-22	£600	Protive security
Direct debits Leisure Centre		
08-Nov-22	£1,957.77	SCOTTISHPOWER
08-Nov-22	£237.17	BT GROUP PLC
31-Oct-22	£800	WBC NNDR
Direct debits Parish		
10-Nov-22	£59.12	HMRC E VAT
10-Nov-22	£218.37	BARCLAYCARD
03-Nov-22	£33.60	XERO UK LTD

Decision – To note the Finance Officer’s update report, including the Budget Review 2022/23, additional items and payments made.

WPC.105 Budget Options 2023/24

This item was deferred until later in the meeting to enable a discussion to take place in Part 2 of the meeting on Item 17, regarding the staff pay award for 2023/24.

WPC.106 Community Governance Review

Members considered a report which had been provided to Warrington Borough Council’s Audit and Corporate Governance Committee, on 17 November 2022, in respect of requests for Community Governance Reviews, including one such request from this Council.

Councillor Graham Friend reported that the Committee had agreed:

- To acknowledge receipt of the request from Poulton with Fearnhead Parish Council;
- To acknowledge receipt of the request from Winwick Parish Council;
- To determine to accept the requests from the Parish Councils to undertake a Community Governance Review of the electoral arrangements of Poulton with Fearnhead Parish Council and member representation levels at Winwick Parish Council; and
- To establish a Community Governance Review Working Group of five members to assist officers in undertaking the Reviews as agreed by Full Council at its meeting on 20 June 2022.

The Working Group would also consider a proposal to abolish Penketh Parish Council. The Working Group would need to be comprised of Members who did not have a direct interest in the outcome of any Review. At some point, the Parish Council might need to present evidence to, or make a written submission to the Working Group.

Decision – To note the Warrington Borough Council report on Community Governance Reviews and the verbal update provided in relation to Winwick Parish Council's request.

WPC.107 Reports from Parish Council Committees

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

Councillor Herron reported that a discussion had taken place at the last meeting about hosting a beer festival in February 2023. The event would include 4 or 5 barrels of real ale sponsored by local firms. A Rotary Club member who had experience of running similar events was prepared to assist in the arrangements. Councillor E Abbey noted that Burtonwood Community Centre had held a similar event which had been well attended. Ms Jones suggested that Winwick Council might, therefore, wish to advertise the event in its neighbouring areas.

Members had also discussed the provision of funding for lamp post poppies for Remembrance in 2023. Prices were estimated to be in the order of around £6 - £8 each. Ms Jones added that these might be particularly useful in the Peel Hall ward where there was not currently a Tommy. The question of funding would be considered at the June Council meeting.

Councillor Iddon enquired if the trial of later opening on Sunday evenings had commenced. Ms Jones indicated that this had started last Sunday and a small profit of £3.33 had been realised taking into account staff wages, pension costs, energy and stock costs. Councillor Mitchell suggested that it might take a little time to pump-prime increased take up. Councillor Herron expressed the view that usage was likely to tail off in January, but there could be scope to revive the pilot again in the summer.

Decision – To note the minutes of the Management Committee of 8 November 2022.

WPC.108 Ward Reports / Updates

Houghton Green Ward

There were no significant matters to report on this occasion.

Peel Hall Ward

Members noted that the by-election was due to take place on 8 December 2022.

Winwick Ward

Councillor Herron reported that a resident had asked for permission to install a plaque on one of the benches on the playing fields in memory of his deceased father. This would be carried out after the benches had been refurbished.

Decision –

- (1) To note the ward updates provided.
- (2) To approve the installation of a memorial plaque, at the request of a resident, on a suitable bench on Myddleton Lane Playing Fields.

WPC.109 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.110 Finance Officer's / Clerk's Report - Confidential Matters

a) Debtors

Members considered a report of the Finance Officer on debtors. All of the outstanding debts over 90 days had now been paid. The one outstanding debt of between 30-89 days had mostly been paid, with an outstanding balance of only £27.00. The reason for this was the termly funding arrangements of the organisation concerned.

Decision – To note the Finance Officer's report in connection with debtors.

b) Staffing Matter – Fixed Hours Contract

Ms Jones reminded Members of the decision reported at Action 20 of the schedule referred to in Minute 98 above. This related to a decision to offer a fixed hours contract to a particular employee due to the high number of hours worked and the

exemplary nature of her service. The employee had taken up the offer of a contract for 24 hours per week. The Centre Manager was currently providing the necessary training to enable the employee to deputise for him. The employee was highly valued and was pleased with the new arrangements.

c) Staff Pay Award 2023/24

Members considered a report of the Operations and Finance Officer which set out the context for pay increases in 2023/24, including the increases announced to the Real Living Wage, and likely affordability within the Council's Budget proposals for 2023/24. The report also set out options in relation to the pay award for the Operations and Finance Officer, which included an option to increase holiday entitlement in lieu of increased pay. The increases proposed were based on a 10.1% increase in line with the percentage increase of the Real Living Wages. The increase for the Litter Picker would be shared with Burtonwood and Westbrook Parish Council in line with the Service Level Agreement and a letter would be sent to that Council shortly. All increases would take effect from 1 April 2023.

Members noted that the staff team had performed well over the year and that the Leisure Centre's finances were much improved. Members considered whether to offer a one-off Christmas bonus of £100 to staff to reflect high levels performance. It was noted that there were currently 10 employees. Ms Jones reminded Members that the Centre's profit margins in January and February could be tight and would rely heavily on buoyant room bookings.

Decision

- (1) To approve the staff pay award 2023/24 as set out in the report, including the option for the increased holiday entitlement for the Operations and Finance Officer in lieu of the full percentage rise in pay.
- (2) To approve the payment of a one-off performance related bonus of £100 to all staff in December 2022.

The public section of the meeting (Part 1) then resumed.

WPC.111 Budget Options 2023/24

Members considered a report of the Operations and Finance Officer on Budget Options for 2023/24.

The report included the 2022/23 Budget, the year to date income and expenditure, estimated outturn at year end and a proposed Budget for the Leisure Centre for 2023/24. Also included was the 2022/23 Budget, the year to date income and expenditure, estimated outturn at year end and two options for the overall Budget for the Parish Council for 2023/24. Option A was based on a 5% increase in the Parish precept. Option B was based on a 2% increase in Parish Precept and would provide a modest uplift in the amount of reserves available which would provide some scope for any additional projects identified part way into the financial year and the potential for energy costs to rise in-year. Both models took into account the hogweed

treatment required at Peel Hall, an allowance for the next phase of the sports feasibility study work and tree maintenance works.

Members had previously received information about the Council Tax Base calculation for the Parish and its effect on Band D Council Tax. The Base for 2022/23 was 1,726. However, this had fallen to 1,722 for 2023/24. The effect of this was that, in the case of Option A above, for the Council to maintain a Precept of £129,223.00 for 2023/24, a Band D Council Tax property would pay £75.04 (an increase of 17p on the 2022/23 figure of £74.87). In the case of Option B, for the Council to achieve a 2% uplift in Precept to £131,807.46 for 2023/24, a Band D Council Tax property would pay £76.54 (an increase of £1.67 on the 2022/23 figure of £74.87)

Members discussed the options available. Members were aware of the significant financial pressures on residents. They noted that the domestic energy price guarantee was due to increase by £500, to £3,000, from April 2023 and that Council Tax bills for principal councils could increase by up to 5% before being subject to a referendum. Members also noted that Winwick had one of the highest precepts in Warrington. Even without an increase in Precept, the forecast outturn position for 2022/23 currently showed a surplus of some £16k, which could be set aside as reserves for 2023/24. Members noted that, in general, parish councils had been protected from the significant savings pressure on principal councils, although it was acknowledged that financial burden of some services, such as litter picking, had shifted to parishes.

It was **MOVED** and **SECONDED**:

“To agree a 2% increase in the Precept for 2023/24 at £131,807.46 (£76.55 in Council Tax for a Band D property).”

On being put to the **VOTE** the Motion was **LOST**.

It was **MOVED** and **SECONDED**:

“To agree a 0% increase in the Precept for 2023/24 at £129,223.00 (£75.05 in Council Tax for a Band D property).”

On being put to the **VOTE** the Motion was **CARRIED**.






Decision To agree a 0% increase in the Precept for 2023/24 at £129,223.00 (£75.05 in Council Tax for a Band D property).

WPC.112 Date and Time of Next Meeting








Decision – To note the date of the next meeting on Tuesday 24 January 2023.

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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 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.	
2	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	
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.5	24/05/22	Clerk	-	-	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.6(1)	24/05/22	Clerk	-	-	In progress	
5	To note the on-going work to develop a Data Protection Policy	WPC.6(3)	24/05/22	Clerk	-	-	Commenced	






Agenda Item 5

6	To approve the expenditure for the various tree maintenance works in the sum on £480.	WPC.16(4)	24/05/22	Operations and Finance Officer	-	-	Pending	
7	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	-	-	Warrington Borough Council's Audit and Corporate Governance Committee have approved the established of a working group to undertake this work. Update reports will be provided from time to time.	
8	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	
9	To request the Clerk to make further enquiries into the possibility of providing a litter bin at Winwick Park Roundabout.	WPC.26(2)	28/06/22	Clerk	-	-	In Progress	
10	To request the Clerk to circulate contact details for the Winwick Litter Network to all councillors to enable those with available time to consider volunteering.	WPC.64(2)	27/09/22	Clerk	-	-	Not yet commenced	
11	To request the Clerk to provide a report to a future meeting on the implications of Neighbourhood Plans.	WPC.65(2)	27/09/22	Clerk	-	-	Initial research undertaken	
12	To publish an article in the proposed Parish newsletter about the availability of the Leisure Centre as a drop in office space.	WPC.69(3)	27/09/22	Operations and Finance Officer	-	-	Cllr McGinn provided some guidance from CILIP on <i>Setting Up a Warm Space in Your Community</i> . The newsletter will not be available until March, so use of the Centre will need to be promoted by other	







Agenda Item 5

							means	
13	To request the Clerk to make further enquiries about the Parish Wardens / Environment Teams mentioned at Item 20	WPC.69(4)	27/09/22	Clerk	-	-	Not yet commenced	
14	To approve that the consultation on the proposed Hermitage Green bench take place via the planned newsletter in the New Year.	WPC.82(2)	25/10/22	Clerk	-	-	This matter will be considered further in the New Year	
15	To authorise expenditure in the sum of £5k to enter into a contract with Facility and Sports Club Development Ltd for consultancy services in relation to the development of proposals and associated bids to improve the Council's Leisure Centre facilities, including a 3G pitch and other complementary sports/leisure facilities.	WPC.88(1)	25/10/22	Operations and Finance Officer	-	-	Progress report will be provided from time to time, as indicated at Action 1	
16	To approve an increase in the donation to the Christmas Tree Group to £300, on the understanding that £50 will be passported directly to St Oswalds CE Church to cover electricity costs.	WPC.90(2)	25/10/22	Operations and Finance Officer	-	-	Completed	
17	To authorise the Operations and Finance Office to offer a contract in the range 16 to 24 hours per week to the employee concerned, subject to further consultations with her.	WPC.94(c)	25/10/22	Operations and Finance Officer	-	-	The outcome was reported at the last meeting.	

Agenda Item 5

18	To approve that the purchase of a mobile smiley-face speed monitor for use in the Parish funded in full by the Council in the sum of approximately £3,370.	WPC.98(2)	22/11/22	Operations and Finance Officer	-	-	An update will be provided at the meeting	
19	To approve a consultation exercise regarding the preferred option for traffic calming on Myddleton Lane.	WPC.99(2)	22/11/22	Clerk/ Operations and Finance Officer	-	-	Further liaison will be required with WBC and the design consultants about the format and timing of the consultations	
20	To approve the staff pay award 2023/24 as set out in the report, including the option for the increased holiday entitlement for the Operations and Finance Officer in lieu of the full percentage rise in pay.	WPC.110(c)(1)	22/11/22	Operations and Finance Officer	-	-	This will be implemented with effect for April 2023	
21	To approve the payment of a one-off performance related bonus of £100 to all staff in December 2022.	WPC.110(c)(2)	22/11/22	Operations and Finance Officer	-	-	The bonus was paid in December 2022	
22	To agree a 0% increase in the Precept for 2023/24 at £129,223.00 (£75.05 in Council Tax for a Band D property).	WPC.111	22/11/22	Clerk/ Operations and Finance Officer	-	-	The approved Precept was notified to WBC by the deadline of 13/01/23	

Progress Legend

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

Version 7.0 - (Final) – 18/01/23

Winwick Parish Council

**Correspondence since 22 November 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 – 02/12/22(x3), 05/12/22, 09/12/22, 13/12/22, 22/12/22, 23/12/22, 02/01/23, 04/01/23, 06/01/23, 09/01/23, 11/01/23(x2), 12/01/23, 13/01/23 and 18/01/23
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 2 and 9 December 2022 and 6 and 13 January 2023 – 22/11/22(x2), 02/12/22(x2), 09/12/22, 16/12/22, 06/01/23, 10/01/23 and 13/01/23
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 Thursdays, 24 November and 5, 8 and 15 December 2022 and 19 January 2023 and a Town Police Clause Notice relating to the Lantern Parade due to take place on Saturday 26th November 2022 – 22/11/22, 24/11/22, 05/12/22, 06/12/22, 13/12/22 and 17/01/23
4. Website enquiry form from Georgina Crowther, Freedom Fibre (a broadband network company), in connection with funding available to non-profit groups in and around Culcheth, delivering beneficial or green projects, with each one being able to apply for up to £250 of funding from their Freedom Fund – 22/11/22 and 28/11/22
5. Website enquiry form and follow up e-mail from a resident, AM, asking about the Parish's plans to alleviate flooding on the footpath between Rectory Lane and Faringdon Road and referring to foliage obscuring the street lamps. (A reply was sent on 28/11/22 outlining the flooding mitigation measures already implemented. The trees which obscure the lighting belong to the Old Rectory building) - 23/11/22 and 28/11/22
6. E-mail from Smaller Authorities' Audit Appointments Limited (SAAA) about their proposed arrangements for the Council's external audit, indicating their intention to reappoint PKF Littlejohn LLP for the financial years 2022-23 to 2026-2027 and detailing the fees applicable – 01/12/22
7. E-mail from a member of the public, AW, seeking any information available about the 'Winwick War Relief' and any surviving family of Pte A Forrester who was believed to have served in the First World War, possibly in the Lancashire Fusiliers. The correspondent has inherited a medal/watch fob with an inscription which identifies the above and he would like to return it to the family of Pte Forrester – 06/12/22

8. E-mail from Adam Keppel-Green, Training Officer, Cheshire Branch - Society of Local Council Clerks (SLCC), outlining training and development opportunities for 2023 - 19/12/22
9. E-mail from John Dwyer, Police and Crime Commissioner for Cheshire, highlighting a residents survey about priorities for Policing and information on the Police Budget for 2023/24 - 03/01/23
10. Website enquiry form from a resident, MN, enquiring about whether the bus shelters adjacent to B&Q on opposite side of the A49, which have been removed, are due to be replaced or have been permanently removed – 12/01/23
11. E-mails form Liz Corfield PA to the PCC for Cheshire, about the PCC and Parish Liaison Meeting due to be held on 23/01/23, at 6.15pm, at the Town Hall Warrington. (Cllr Warnock-Smith will attend) – 09/01/23 and 17/01/23
12. E-mail from Andrew Dutton, Head of Environment, Liverpool Airport, about the recommencement of the Liverpool John Lennon Airport (LJLA) Airspace Change Proposal (ACP) which started in February 2018, but which was paused in summer 2021 – 17/01/23
13. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs – specialist signs and displays
 - Cloudy IT – digital services
 - Futurform – benches
 - GeViews – notice boards and outdoor furniture
 - HAGS – outdoor sports, play equipment and furniture
 - Kompan – fitness and play equipment
 - Proludic – outdoor play equipment
 - We Find Any Learner – training courses

Up to date as at 18/01/23

Winwick Parish Council

Planning Matters since 26 July 2022

General Correspondence (2)

E-mails from Jack Dickinson, Principal Planner, Nexus Planning, on behalf of their client (Bellway Homes), providing notice of a community consultation taking place in Winwick until Friday 6 January 2023, in respect of the proposed residential development of around 163 new homes to the north of Winwick, between Golborne Road and Waterworks Lane – 05/12/22 and 08/12/22,

Domestic Planning Applications (0)

Nil

Non-Domestic Planning Applications (0)

Nil

Up to date as at 18/01/23

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Finance report to Winwick Parish Council Full Council meeting 24th January 2023

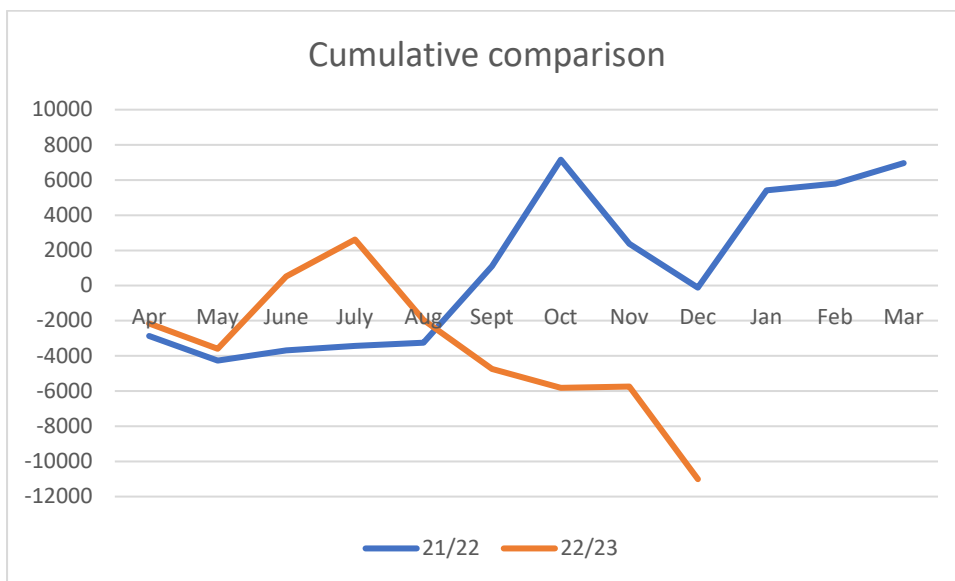
In December we have had £12.4k of income through the centre. The centre is showing a £5.2k loss for December, with a year to date loss of £10.9k showing. This has an impact of £4k on the Precept at present.

Losses incurred are due to the following:

- 1) December being a low income month
- 2) Staff bonuses - £700 additional costs
- 3) Wages pulled forward to 30th Dec which would have been paid 2nd of Jan if not for bank holiday - £1.2k plus tax and pension contributions.

We are working to keep additional costs low in order to continue to recoup the year to date loss.

Progress is being tracked against the position last year (see plot below).



There has been £12.1k of expenditure against the precept in December, with £88.7k of expenditure on the year to date.

Additional items

Election expenses

We have received the bill for the recent Peel Hall elections, these have come in at £6,691.17 (£4,191.17 over the budget for election expenses). A full breakdown of the costs against the elections in May 2021 is provided below, however the increases are largely down to some items being allocated to the other elections that ran alongside the May 2021 Parish elections and the use of a mobile unit rather than somewhere likely Radley Common Community Centre (due to lack of available buildings).

Item	May-21	Dec-22	Cost difference	Percentage difference
RO fees	245	0	-245	
DRO fees	183.75	183.75	0	100.00%
DRO postals	24.5	49	24.5	200.00%
DRO count	24.5	49	24.5	200.00%
PO fees	48	780	732	1625.00%
PC fees	62.4	495	432.6	793.27%
Election control	0	240	240	
Polling inspector	0	265	265	
Clerical fees	100	100	0	100.00%
Counting fees	280.8	105	-175.8	37.39%
postal vote prep		31.83	31.83	
Postal receipts	98.2	89.53	-8.67	91.17%
Poll card delivery	0	263.56	263.56	
Ballot paper printing	252.69	779	526.31	308.28%
Poll card printing	0	158	158	
Premises	0	1685	1685	
Postage out	289.11	65.9	-223.21	22.79%
Postage returns	124.96	17.6	-107.36	14.08%
Election stationery	45	60	15	133.33%
Postal vote stationery	174.38	1274	1099.62	730.59%
	1953.29	6691.17	4737.88	342.56%

premises

greenwood	cinnamon brow	mobile unit
105	400	1180

Payments made since those reported in the management report

Payments Leisure Centre		
16-Jan-23	£129.60	Clear Brew
09-Jan-23	£1,283.90	Wigan Beer Co
09-Jan-23	£569.32	T & JT Barton
09-Jan-23	£272.18	Water Plus Limited
05-Jan-23	£74.00	Easyflow
Payments Parish		
16-Jan-23	£294.00	Elite Digital
16-Jan-23	£2,908.83	Chsh. Pension Fund
16-Jan-23	£222.00	Styles
16-Jan-23	£103.00	DL Hannan
16-Jan-23	£2,356.71	HMRC Cumbernauld
Direct debits Leisure Centre		
16-Jan-23	£24.24	BT GROUP PLC
09-Jan-23	£1,957.77	SCOTTISHPOWER
09-Jan-23	£237.17	BT GROUP PLC
Direct debits Parish		
16-Jan-23	£21.60	TAKEPAYMENTS LTD
10-Jan-23	£155.83	BARCLAYCARD
05-Jan-23	£33.60	XERO UK LTD

Part 2 items:

- 1) Debtors list

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Profit and Loss
Winwick Parish Council
1 April 2022 to 31 Dec 2022

	31 Dec 22	YTD
Income		
210 Room hire income	£2,661.00	£40,482.00
225 Buffet sales income	£195.50	£2,557.50
230 Bar sales income	£7,347.14	£75,250.53
231 Bar snacks income	£342.58	£2,536.89
232 Soft drinks income	£1,007.11	£13,186.81
260 Ticket sales income (Events)	£32.00	£360.50
Bar tea and coffee	£687.60	£6,211.10
Machine income	£90.00	£463.20
Entertainer	£0.00	£170.00
Field income	£50.00	£1,190.00
LC Bar till discrepancies	-£1.75	-£75.60
Total Income	£12,411.18	£142,332.93
Less Cost of Sales		
bar snacks expenditure	£50.20	£1,031.06
Beverage supplies (Coffee, milk)	£10.74	£1,905.24
Buffets	£0.00	£1,748.40
Buffets - events	£0.00	£633.58
Entertainer	£0.00	£170.00
Drink purchases (and other bar il	£2,344.53	£29,705.87
LC Direct Wages	£4,442.54	£36,093.99
soft drinks expenditure	£450.26	£4,742.77
Total Cost of Sales	£7,298.27	£76,030.91
Gross Profit	£5,112.91	£66,302.02
Less Operating Expenses		
Bad Debt	£0.00	£200.00
DJ's bouncy castles, etc - events	£210.00	£1,489.21
LC Bar & Cleaning sundries	£216.00	£2,329.64
LC Bottled Gas	£148.00	£912.00
LC Cleaning	£595.00	£1,869.85
LC consulting	£49.58	£249.58
LC Electricity (Light, Power)	£1,631.48	£11,435.09
LC Equipment	£240.54	£3,859.37
LC Fire extinguishers	£0.00	£405.00
LC Gas (Heating)	£601.82	£2,364.47
LC General Expenses	£0.00	£66.24
LC Landline telephone and Broa	£363.56	£2,431.94
LC Pension costs	£1,324.32	£5,687.22
Rates	£800.00	£7,205.75
LC Repairs & Maintenance	£0.00	£5,301.25
tv licence	£132.50	£132.50
LC Trade waste	£307.50	£2,466.55
LC Water and Sewerage	£272.18	£2,663.25
Machine games duty	£30.00	£152.00
Managers salary and NI	£2,995.89	£22,270.37
PAYE Payable	£453.12	£3,485.60
Stocktaking Services	£0.00	£300.00
Total Operating Expenses	£10,371.49	£77,276.88
Net Profit	-£5,258.58	-£10,974.86
Centre reserves		£6,967.91
Balance of reserves		-£4,006.95

Profit and Loss
Winwick Parish Council
1 April 2022 to 31 December 2022

	31 Dec 22	ytd	
Income			
Litter picker income	£1,650.00	£6,659.35	
Precept	£0.00	£129,223.00	
Total Income	£1,650.00	£135,882.35	
Less Cost of Sales			
Total Cost of Sales	£0.00	£0.00	
Gross Profit	£1,650.00	£135,882.35	
Less Operating Expenses			
Administration expenses	£49.31	£406.10	
internal audit	£0.00	£1,350.00	
external audit fee	£0.00	£600.00	
cctv	£245.00	£1,361.00	
RBL Donation	£0.00	£60.00	
xmas tree lights	£0.00	£300.00	
intruder alarms	£0.00	£840.00	
Bank Fees	£365.19	£2,652.48	
Clerk's salary	£857.46	£6,917.16	
Consulting	£0.00	£6,892.50	£5000 feasibility 1892.5 hogweed
Grass cutting	£0.00	£1,699.94	
Grounds Maintenance	£162.50	£1,552.50	
Key holding	£0.00	£72.98	
Legal / Licencing Expenses	£0.00	£3,627.64	
Litter Pick Costs (Shared)	£1,931.50	£10,873.32	
Loan charges	£3,614.42	£8,461.96	
PAYE Payable	£6.29	£3,507.47	
Payroll	£185.00	£1,745.00	
Pensions Costs (Empr's contr)	£1,006.48	£3,324.10	
Playground repairs	£0.00	£519.47	
Professional fees	£0.00	£779.10	
Repairs and maintenance	£0.00	£375.30	
RFO Salary (and NI)	£3,595.97	£27,880.86	
Subscriptions	£41.59	£335.17	
Planters	£0.00	£550.00	
Swan green, winwick park, radley corr	£103.00	£1,983.00	
Total Operating Expenses	£12,163.71	£88,667.05	
Net Profit	-£10,513.71	£47,215.30	
Parish reserves		£20,565.09	
Balance of reserves		£67,780.39	
Bench project fees to be recouped from Millenium Trust	£1,032.76		

Winwick Parish - Management Committee 10 January 2023

Present: Councillors J Herron (Chair), F McGinn and A Warnock-Smith

WPMC 23 Apologies

Apologies for absence were submitted on behalf of Councillors A Iddon, D Friend, A Abbey and the Clerk, J Joinson.

WPMC 24 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 25 Minutes

Decision – That the Minutes of the meeting held on 8 November 2022 be agreed as a correct record.

WPMC 26 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 - Real Ale Festival, the following update was provided:

The meetings regarding the Real Ale festival had had to be postponed due to illness. Councillor Herron reported that there should be a meeting before the Full Council meeting and was hopeful to have an update for then. Ms. Jones commented that it would now be too late to effectively advertise for a February date. Councillor Herron agreed and following the scheduled meeting would liaise with Ms. Jones and Mr. Wharton as to a convenient date.

In respect of Action 2 – Sunday opening hours

Ms. Jones reported that later opening on Sunday's in the winter were not financially viable. It was noted that if a significant sporting event were to be on then the bar could remain open as a special event night. Ms. Jones also noted that in the summer months it maybe worth opening until 8pm. Councillor Warnock-Smith asked if in light of the report the bar hours had returned to 7pm close, Ms. Jones confirmed that they had.

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 27 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 December 2022.

The December report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years and the details of 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	13.45	11.97	12.38	11.25	10.19	9.37	0.00	0.00	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at December 2022, using the profile outlined above. December bar sales were marginally below target by £3.87.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at December 2022, using the profile outlined above. This put the Centre at £3.2k (3.42%) 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:-

Agenda Item 12

	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	5.10	3.06	2.81	3.97	5.32	2.66	0.00	0.00	0.00

Room Lettings Monthly

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

The table showed that room hires for December had generated £1.9k (41.9%) below the target figure.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at December 2022, using the profile outlined above. This showed the centre at £3.8k (10.4%) 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	300.0	175.0	0.00	120.0	100.0	50.0	0.00	0.00	0.00

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at December 2022, using the profile outlined above. The field hire was £32.95 behind target for this month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at December 2022, using the profile outlined above. This showed the year to date figure down by £315.70.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of December showed an average of 9.2 cups per day sold and income of £687.60. The year to date income was £6,211.10.

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 had recovered to almost 2018 levels and were only a little below the 2019 (pre COVID-19) figures. Room lettings figures were currently marginally below the 2019 (peak) figures.

Additional Income

Ticket sales for the Children’s Christmas Parties of £32.00 had been achieved this month

Buffet sales of income of £195.50 had been realised.

Machine income of £90.00 had been received.

Updates on Repairs

In December, the Millennium Lounge projector had been replaced, which meant that there were currently 3 rooms with new projectors. Charges for their use would be implemented with effect from April 2023.

Additional Items

(a) Children’s Christmas Events

The Leisure Centre had sold 100 of the 1-3pm party tickets and 96 of the 4-6pm party tickets for the Children’s Christmas events. The profit figures were as follows:

Tickets Sold	196
Ticket Price	£1.00
Ticket Sales	£196.00
Bar sales	£1,073.52
Total Income	£1,269.52

DJ	£170.00
Stock	£395.00
Decorations	£20.00
sweets	£96.00
Total expenditure	£681.00

Profit/ Loss	£588.52
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(b) Sunday Opening

The late openings on Sunday nights these had generated the following results:

	7pm	8pm	Total p/l
20/11/2022	£12.96	-£9.22	£3.73
27/11/2022	-£6.22	£10.87	£4.65
04/12/2022	£46.30	£54.98	£101.27
11/12/2022	-£4.81	-£13.69	-£18.50
18/12/2022	-£4.22	-£13.06	-£17.27

It was considered that, with the exception of the 4 December date, which had an England World Cup Football match starting at 7pm, the late opening on a Sunday was not an economically viable option. Accordingly, Sunday hours had reverted to the 7pm closing of the bar. However, the Management Team would consider the possibility of opening for an extra hour in the summer. Officers would also review event Sundays (big football matches and other major sporting events) on a case by case basis for extended hours.

Payments

A list of payments made since those reported at the previous Council meeting was as follows:-

Payments Leisure Centre		
30-Dec-22	129.6	Clear Brew
30-Dec-22	457.73	T & JT Barton
23-Dec-22	357.73	Wigan Beer Co
23-Dec-22	568.05	T & JT Barton
Payments Parish		
31-Dec-22	72.45	Service Charge
30-Dec-22	86.7	Handling Charge
23-Dec-22	222	Styles
23-Dec-22	195	Gardenia Gardens
Direct debits Leisure Centre		
30-Dec-22	800	WBC NNDR
28-Dec-22	174.86	BT GROUP PLC
20-Dec-22	722.18	BRITISH GAS
20-Dec-22	369	BAGNALL & MORRIS
Direct debits Parish		

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

WPMC 28 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 29 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 invoices outstanding for over 90 days.

One public sector debtor was recorded in the range 30-89 days with a small balance outstanding. It was likely that the payment had been delayed due to the Christmas holiday.

Decision – To note the report on debtors.

(B) Employee Matters

There were no employee issues reported in this occasion.