

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
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8 March 2023

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 14 March 2023, at 7.30pm** at Winwick Leisure Centre.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

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

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

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

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

- 3. Minutes**

To receive the minutes of the meeting of the Committee held on the 10 January 2023.

- 4. Action List**

A schedule is provided of actions arising from previous meetings.

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

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

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

6. Chairman to move Part 2

Part 2

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

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

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

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

a) Debtors

- (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 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 3

	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.

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 authorise the Chair to meet with relevant persons mentioned above in connection with a proposed real ale festival in February 2023.	WPMC.20(2)	08/11/22	Cllr Herron	-	-	The original timeframe had been delayed due to illness. A revised festival date of 24 June 2023 is now planned.	

Version 4.0- (Final) – 14/03/23

Progress Legend

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

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Winwick Parish Council

Leisure Centre Performance Report

To management meeting 14th March 2023

1. Income information

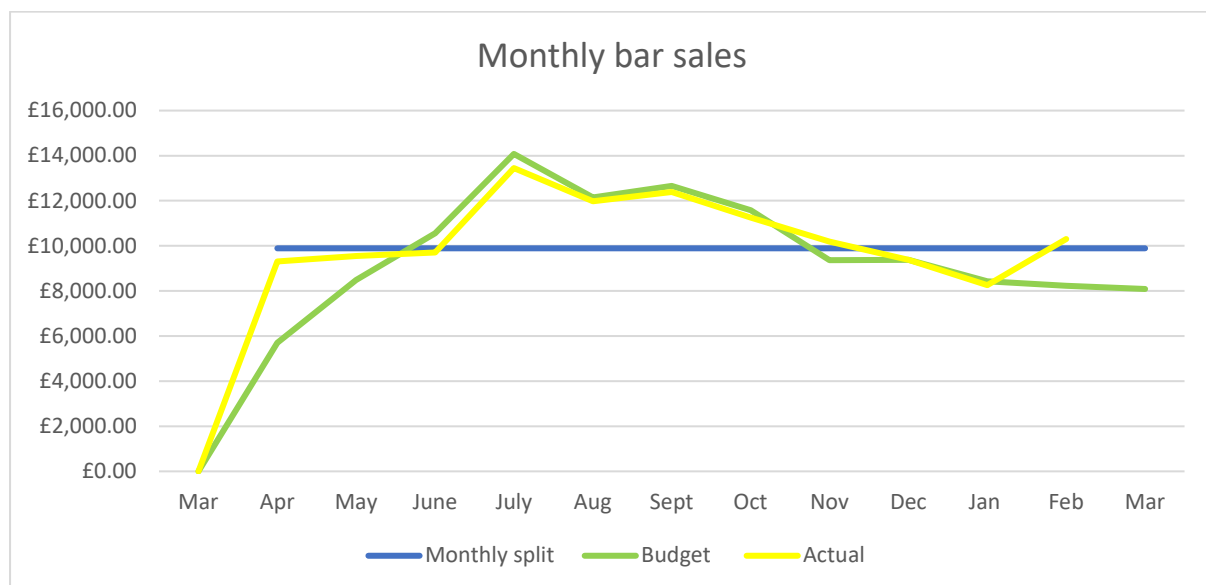
Key performance indicators.

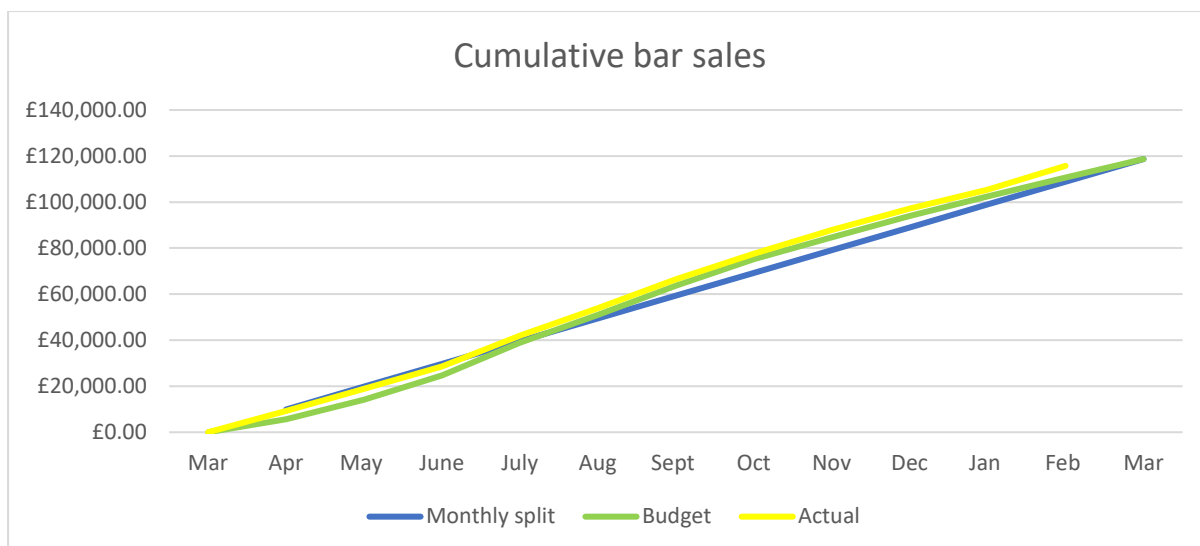
The annual budget for bar sales (£118,700) has been broken down over the 12-month period and will be assessed as per the table below:

	Apr	May	June	July	Aug	Sept
Percentage of total	4.81%	7.15%	8.90%	11.86%	10.24%	10.66%
Budget	£5,709.47	£8,487.05	£10,564.30	£14,077.82	£12,154.88	£12,653.42
Actuals	£9,311.81	£9,544.75	£9,702.65	£13,449.80	£11,972.65	£12,382.75
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	9.75%	7.89%	7.90%	7.10%	6.93%	6.81%
Budget	£11,573.25	£9,365.43	£9,377.30	£8,427.70	£8,225.91	£8,083.47
Actuals	£11,248.64	£10,187.85	£9,373.43	£8,264.39	£10,302.00	£0.00

February bar sales were above target by £2,076.09. This puts us £5.1k (4.63%) ahead of the year to date position.

Plots showing bar sales income below:



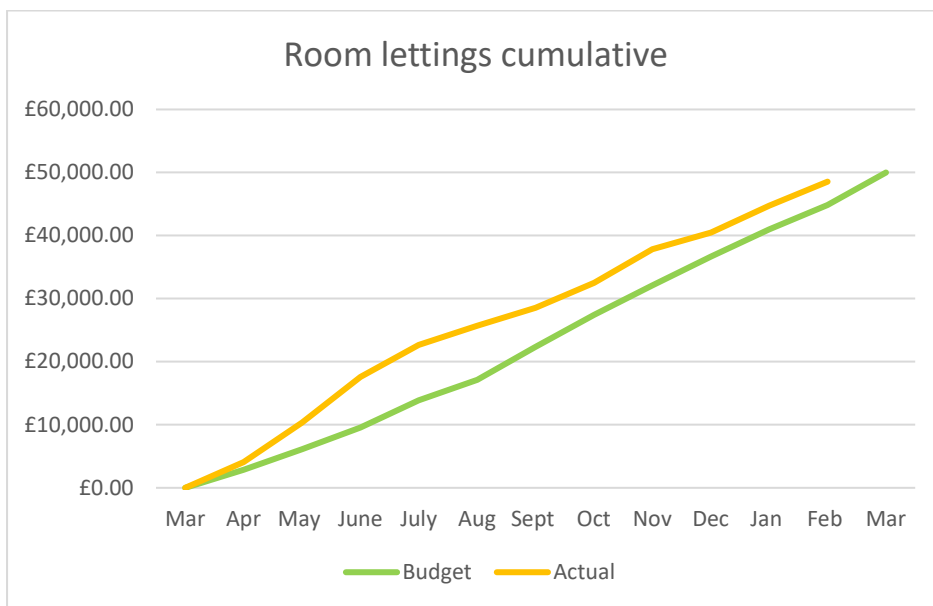
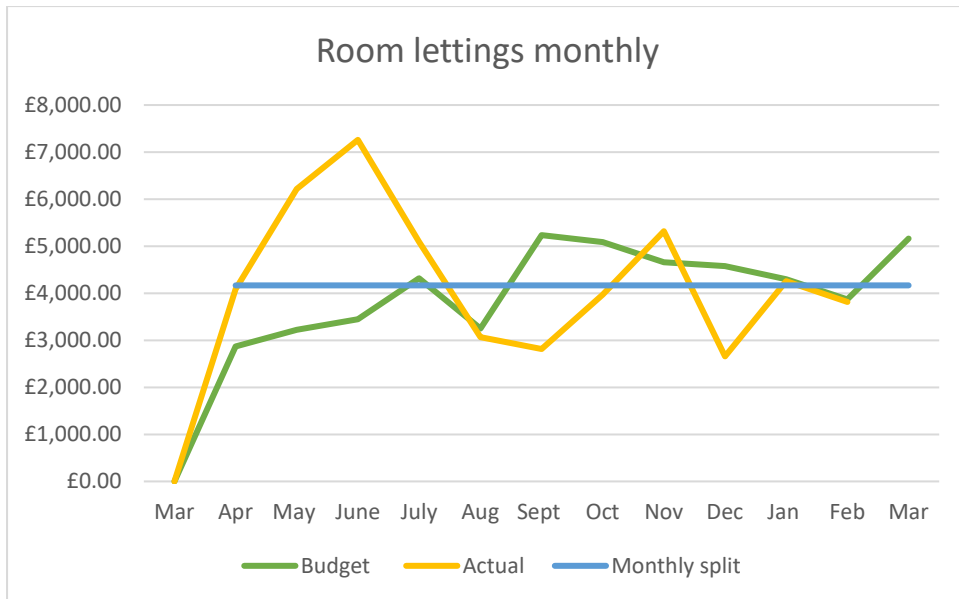


The room lettings have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	Apr	May	June	July	Aug	Sept
Percentage	5.74%	6.45%	6.90%	8.64%	6.50%	10.47%
Fee	£2,870.00	£3,225.00	£3,450.00	£4,320.00	£3,250.00	£5,235.00
Actual	£4,085.00	£6,215.00	£7,260.00	£5,095.00	£3,064.00	£2,813.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	10.17%	9.31%	9.16%	8.60%	7.74%	10.32%
Fee	£5,085.00	£4,655.00	£4,580.00	£4,300.00	£3,870.00	£5,160.00
Actual	£3,972.00	£5,317.00	£2,661.00	£4,255.00	£3,815.00	£0.00

February room hires came in at £55 below target. We are currently £3.7k (8.28%) ahead of the year to date target.

Plots are provided below:



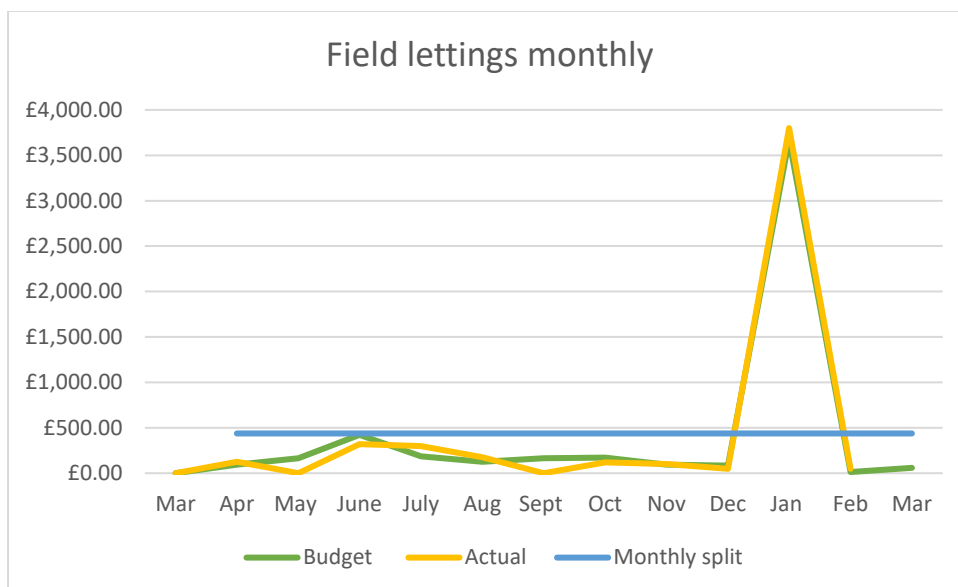
Agenda Item 5

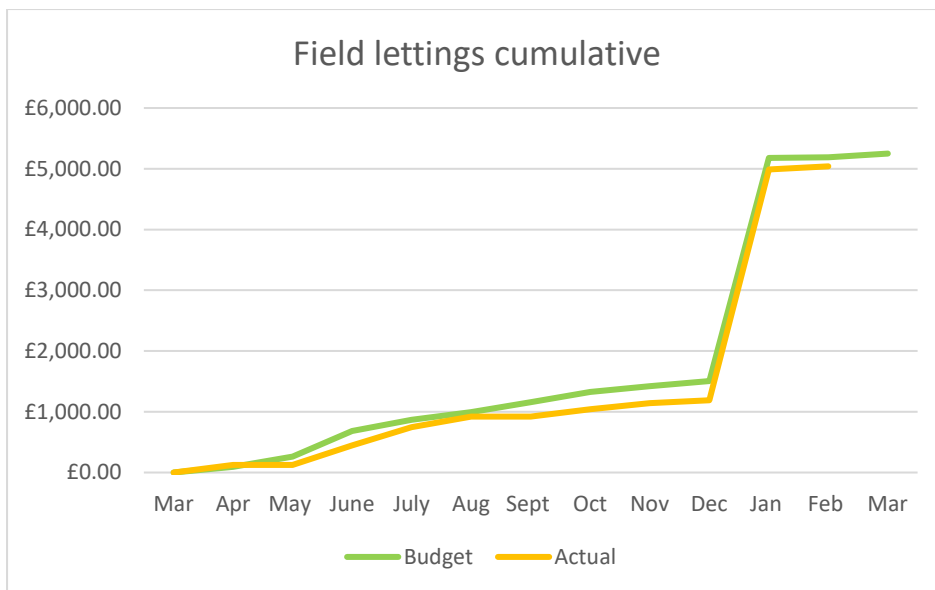
The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	Apr	May	June	July	Aug	Sept
Percentage	1.80%	3.15%	8.06%	3.51%	2.43%	3.11%
Fee	£94.50	£165.38	£423.15	£184.28	£127.58	£163.28
Actual	£125.00	£0.00	£320.00	£300.00	£175.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	3.24%	1.80%	1.58%	69.96%	0.23%	1.13%
Fee	£170.10	£94.50	£82.95	£3,672.90	£12.08	£59.33
Actual	£120.00	£100.00	£50.00	£3,800.00	£50.00	£0.00

February field hire was £37.92 above target for the month. With the year to date down by £150.68.

Plots are provided below:





The coffee morning sales figures are below. These show an average of 16.8 cups per day sold in February. This is an increase of 4 cups per day on last years figures. We have now exceeded the total income received in the previous financial year for tea and coffee.

	Cups sold total	Cups sold per day	Income
Apr	241	8.0	£552.60
May	221	7.1	£504.30
June	267	8.9	£644.00
July	334	10.8	£768.00
Aug	173	5.6	£377.80
Sept	322	10.7	£735.80
Oct	411	13.3	£965.20
Nov	407	13.6	£975.80
Dec	286	9.2	£687.60
Jan	247	8.0	£585.10
Feb	471	16.8	£1,152.80
Mar		0.0	
Total	3380	9.3	£7,949.00

Additional income

Buffet sales - £350.00

Machine income - £123.00

Updates on repairs

None to report

Additional items

Events:

The events schedule for 2023/24 will currently run as follows:

Cheshire Eagles majorettes – 30th April 2023

Coronation family fun day – 6th May 2023

Volunteer day – 8th May 2023

Majorettes dance – 28th May 2023 – no cost to us

Real Ale festival – 24th June 2023

Winwick Carnival – 15th July 2023 - no cost to us

RCCG family fun day – 2nd September 2023 – no cost to us

Cliff and the shadows charity night – 14th September 2023 – no cost to us

Halloween kids parties x2 – 28th October 2023

Christmas kids parties x2 – 24th December 2023

New years eve – 31st December 2023 - tbc

Any further events that arise will be reported at future meetings.

Coronation Fun day:

Expected income - £tbc – awaiting response from Silcocks

Expected expenditure - £575.40

These figures do not account for bar sales on the day. Hopefully a more accurate update will be available for the meeting (following expected response from Silcocks).

For the Volunteer day I have identified the following community volunteer groups:

Speed Watch

Litter pickers

Church border group

Community bus

Light up Winwick Christmas tree group

Winwick PTA

Carnival Committee

I'm still unclear on what exactly Mr Towers had in mind for the Volunteers day but currently I am considering a basic DJ and buffet. If Councillors have any further thoughts please let me know.

List of Payments made since those reported in the Full Council report from February 2023

Payments Leisure Centre		
06-Mar-23	£1,531.37	T &JT Barton
06-Mar-23	£129.60	Clear Brew
27-Feb-23	£1,895.27	T &JT Barton
27-Feb-23	£37.00	Easyflow
27-Feb-23	£119.55	ST Helens MBC
27-Feb-23	£280.22	Water Plus Limited
Payments Parish		
06-Mar-23	£3,391.58	Warrington BC
27-Feb-23	£6,691.17	Warrington BC
27-Feb-23	£195.00	Gardenia Gardens
27-Feb-23	£222.00	Styles
Direct debits Leisure Centre		
28-Feb-23	£800.00	WBC NNDR
Direct debits Parish		
03-Mar-23	£33.60	XERO UK LTD

Part 2 – Documents will be issued under separate cover.

- 1) Debtors list

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