

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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2 May 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 9 May 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 14 March 2023.

- 4. Action List**

There are no outstanding 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 14 March 2023

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

WPMC 30 Apologies

Apologies for absence were submitted on behalf of Councillor D Friend.

WPMC 31 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 32 Minutes

Decision – That the Minutes of the meeting held on 10 January 2023 be agreed as a correct record.

WPMC 33 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:

Ms Jones noted that an advert for the festival had appeared on Facebook. The advert had raised a question as to whether the intention was for the organisers to sell other products in addition to real ale. It was a condition of the event that everything apart from the real ale should be purchased from the Centre. The Chair indicated that the organisers were also supplying a specialty lager and ciders, but these would not be ones that were for sale already at the Centre. Ms Jones confirmed that this would be acceptable, but that the organisers must not sell anything which was currently available behind the bar. For example, gin drinks would have to be purchased over the bar.

Councillor Iddon noted that no prices had been included in the advert. Ms Jones responded that the advert at this stage was just a 'save the date' notice. The Chair added that the event would be ticket only and that wrist bands would be provided. Ms Jones indicated that the Centre had a stock of wrist bands and that these would be used to limit capacity to 100.

Councillor Warnock-Smith asked how the drinks would be purchased. The Chair indicated that admission would include a wrist band, glass and 2 tokens. Each token could be redeemed for a half pint to the value of £1.50. The beer

would be source from 4T's Brewery, a local Warrington company. Ms Jones asked which local organisations would receive the profit from the event. The Chair indicated that it was hoped to provide funds for St Oswald's CE Church and for community projects, such as a coffee morning. However, it was acknowledged that the first festival might not make a profit, but would need to cover its costs. Ms Jones indicated that the financing for the event would need to be auditable, as members of the public might wish to query the arrangements. The Council would not wish to be challenged over the finances. The Chair confirmed that the organiser would be able to provide a record the finances.

The Chair indicated that it was hoped to obtain 15 sponsors to provide a donation of £100 each. He had also spoken to a band and acoustic singer about providing live music. The event would take place in the Main Hall with the real ale bar set up in front of the mirror. All of the relevant equipment had now been booked, but the beer had not yet been ordered. The date for the event had been confirmed as Saturday 24 June 2023. The room had been booked for 4 days to enable the room to be set up on Friday, for the event on Saturday, with the equipment then being disassembled and picked up on Monday. It was envisaged that there would be between 6 to 8 kegs on offer. Sponsors would be entitled to a couple of free tickets.

Further information would be available at the Committee meeting in May.

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 34 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 February 2023.

The February 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

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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	8.26	10.30	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at February 2023, using the profile outlined above. February bar sales were above target by £2,076.09. The targets for January to March tended to be lower than other months, as experience had showed that sales tailed off at this time of year. However, the March target had already been achieved before month end.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at February 2023, using the profile outlined above. This put the Centre at £5.1k (4.63%) 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	5.10	3.06	2.81	3.97	5.32	2.66	4.26	3.82	0.00

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at February 2023, using the profile outlined above.

The table showed that room hires for February were £55 below target.

Room Lettings Cumulative

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A further graph was provided showing the cumulative budgeted and actual lettings income as at February 2023, using the profile outlined above. This showed the centre at £3.7k (8.28%) 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	3,800.0	50.00	0.00

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at February 2022, using the profile outlined above. The field hire was £37.92 above target for this month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at February 2022, using the profile outlined above. This showed the year to date figure down by £150.68. This was a little disappointing, but was due to the loss of bookings from Omnifit. However, this had been largely offset with bookings from the majorettes and Sunday football. There were likely to be 2 groups of majorettes next year.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of February showed an average of 16.8 cups per day sold and income of £1,152.80. This figure had been boosted by the recent inclement weather and by parents watching children's sport. The year to date income was £7,949.00.

Overall Leisure Centre Position

Overall income against key indicators was either above target or very close to it. This might not equate to outright profit, as electricity costs were rising. It might be prudent to give a consideration to increasing the targets for next year.

Additional Income

Buffet sales of income of £350.50 had been realised.

Machine income of £123.00 had been received.

Updates on Repairs

There were no issues reported under this heading on this occasion

Additional Items

(a) Schedule of Events 2023/24

A list of programmed events for 2023/24 was provided 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 the Centre
- Real Ale festival – 24th June 2023
- Winwick Carnival – 15th July 2023 - no cost to the Centre
- The Redeemed Christian Church of God (RCCG) family fun day – 2nd September 2023 – no cost to the Centre
- Cliff and the Shadows (tribute) charity night – 14th September 2023 – no cost to the Centre
- Halloween kids parties x2 – 28th October 2023
- Christmas kids parties x2 – 24th December 2023
- New Year's Eve – 31st December 2023 – to be confirmed

Any further events that arose would be reported at future meetings. Complaints about noise were sometimes received from residents of Rectory Lane, but it was hoped that by publishing dates in advance, residents could plan accordingly.

(b) Coronation Fun Day

The expected income was yet to be confirmed, as a response was awaited from Silcocks. The expected expenditure was £575.40

The above figures did not account for bar sales on the day. It was hoped to be able to provide a more accurate update following receipt of a response from Silcocks.

(c) Volunteers Day

The following groups had been identified as potential beneficiaries of a Volunteers Day for the Coronation 'Big Help Out':

- Speed Watch
- Litter pickers

- Church border group
- Community bus
- Light up Winwick Christmas tree group
- Winwick PTA
- Carnival Committee

Officers were unclear on what exactly the community had in mind for the Volunteers Day, but currently a basic DJ and buffet was being considered. Members were invited to pass on any ideas or suggestions to the Operations and Finance Officer.

Councillors were also unclear about the reason and format for this event. Voluntary organisations themselves perhaps ought to arrange events that would promote volunteering. Alternatively, a Centre led event could be simply be to thank them for their work or to help them recruit. The Clerk noted that the Palace's website had called for this day, but currently gave little guidance on the practical arrangements.

(d) Brochure

Councillor McGinn enquired about progress on the development of a leaflet or brochure for residents. The Chair responded that he had produced an outline document using a Vistaprint template, but this provided only a basic skeleton. Ms Jones indicated that she had Microsoft Publisher software, which could produce a better finished product. The Chair agreed to send his template to her.

Councillor McGinn suggested that the first leaflet be produced as soon as possible and that Councillor Mitchell might be able to arrange for its printing and distribution. It would be useful to provide a draft document in time for the next Council meeting. Ms Jones added that a quarterly list of events could be included. She also suggested that a list of volunteers for delivery of the leaflet be drawn up, which might include use of the Litter Pickers Network.

Councillor McGinn asked about the Leisure Centre's on-line presence and domain name. Ms Jones responded that the Parish Council had a dedicated website and the Leisure Centre had a Facebook page. There was no corporate domain name, but the Leisure Centre's e-mail address (via Gmail) was the address used by Paul Wharton, Centre Manager. The Parish had a separate Outlook address used by the Clerk. Councillor McGinn proposed that suggestions for content of the leaflet be invited by e-mail to the relevant Parish/Centre e-mail address.

Ms Jones commented that printing costs might be in the region of £100 for 2,000 leaflets. Councillor McGinn also advised that an independent person

proof read the draft leaflet before the print run was undertaken, to avoid mistakes.

(e) Precept

Councillor McGinn asked how much precept remained. Ms Jones responded that she did not have an exact figure to hand and that there had been some unexpected expenditure recently, such as the Peel Hall by-election costs. The Council would need to manage its budget carefully in the next financial year, as it had not increased the precept from 2022/23 levels.

Payments

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

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

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

WPMC 35 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 36 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.

Although not shown on the schedule, there was now one public sector debtor which had just slipped into the range 30-89 days outstanding. However, there were no concerns, as this organisation was usually a prompt payer.

Decision – To note the report on debtors.

(B) Employee Matters

There were no employee issues reported in this occasion.