

# 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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21 June 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, 27 June 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. Minutes**  
To confirm the minutes of the Annual Council Meeting held on 23 May 2023.
- 4. Updates on Issues from Previous Meetings**
- 5. Question Time for Electors**
- 6. Written Motions Received**
- 7. Police / Community Issues**

- 8. Correspondence**
- 9. Planning Matters**
- 10. Finance Officer's Report**
- 11. Winwick Park Roundabout – Proposed Litter Bin**
- 12. Reports from Parish Council Committees**
  - Management Committee – 9 May 2023.
- 13. Ward Reports / Updates**
  - Houghton Green Ward  
(Councillors G Friend, McGinn and Warnock-Smith)
  - Peel Hall Ward  
(Councillors A Abbey, E Abbey and Secker)
  - Winwick Ward  
(Councillors Herron, Iddon and Mitchell)
- 14. Date and Time of Next Meeting**
  - Tuesday, 25 July 2023, at 7.30pm
- 15. 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.

- 16. Finance Officer's / Clerk's Report – Confidential Matters**

**Winwick Parish Council**  
**Minutes of the Annual Meeting held on 23 May 2023**

**Present:** Councillors A Warnock-Smith (Vice-Chair in Chair), J Herron, A Iddon, F McGinn and L Secker.

**Note:** The sad passing of Councillor Diana Friend, early on Sunday 21 May 2023, had been marked with one minute's silence at the Parish Assembly immediately preceding this meeting.

**WPC.1      Election of Chair**

Nominations were sought for the Chair for 2023/24. The nomination of Councillor Cathy Mitchell was moved and seconded in her absence. No alternative nomination was received.

Decision – That Councillor C Mitchell be appointed Chair of the Parish Council for the Municipal Year 2023/24 and approval be given that, in accordance with s83(4)(c) of the Local Government Act 1972, the declaration of acceptance of office may be signed before or at the next meeting of the Council at which Councillor Mitchell is present.

**WPC.2      Election of Vice-Chair**

Nominations were sought for the position of Vice-Chair for 2023/24. The nomination of Councillor Andrew Warnock-Smith was moved and seconded. No alternative nomination was received.

Decision – That Councillor A Warnock-Smith be appointed Vice-Chair of the Parish Council for the Municipal Year 2023/24.

Councillor Warnock-Smith thereupon took the Chair.

**WPC.3      Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors A Abbey, E Abbey, G Friend and C Mitchell.

**WPC.4      Code of Conduct - Declarations of Interest**

There were no declarations of interest submitted on this occasion.

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

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

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

At its Annual Meeting in 2017, the Council had been informed that Warrington Borough Council had revised Part B of its Code of Conduct, to simplify the text in relation to registering and declaring disclosable pecuniary interests, also to include a requirement for Members who had a disclosable pecuniary interest to leave the room during the discussion or vote, and additional rules in relation to a number of other types of personal interest. The Parish Council had decided not to adopt those changes.

In 2019 the Committee of Standards In Public Life (CSPL) had published a report entitled "Local Government Ethical Standards", which had made a range of recommendations in respect of councillor codes of conduct and the investigation of complaints about councillors. In June 2020 the Local Government Association had begun a consultation on a draft Model Code of Conduct which addressed many of the issues raised by CSPL.

A revised Model Code of Conduct had been published by the Local Government Association in December 2020. Guidance on the LGA Model Code of Conduct had also then been published in July 2021. Warrington Borough Council had subsequently updated its own Code in the light of these changes.

At the Annual Meeting on 24 May 2022, Winwick Parish Council had resolved to readopt its existing Code, but also to request that Officers look into reviewing the Code to consider alignment with the new Model Code provided by the Local Government Association. The Clerk had carried out this work over the intervening period.

The Clerk's report set out some issues to consider. In summary, Members could continue to use the existing Winwick Code of Conduct, which had the advantage of being simple to understand, but the disadvantages of not addressing national concerns around transparency and no longer being standardised across the local government sector, or with the principal authority for this area, Warrington Borough Council. Adoption of the Model Code would address the above disadvantages, but at the expense of being harder to understand and to apply, which might require additional training for elected Members. It was worth noting that there had been no complaints submitted to the Monitoring Officer of Warrington Borough Council, about possible breaches of the Code by Winwick councillors in recent times.

Members considered that it would be advantageous to retain the existing Code of Conduct due to its simplicity and ease of understanding. The matter could be reviewed again in the future if changed circumstances suggested that this would be prudent.

Decision – That the existing Code of Conduct be re-adopted.

**WPC.6**      **Re-adoption of Winwick Parish Council Governance and Operational Procedures**

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

- Standing Orders;
- Scheme of Delegation to Officers;
- Complaints Procedure;
- CCTV Policy and Leisure Centre Operational CCTV Policy;
- National Training Strategy for Town and Parish Councils – Being a Good Employer;
- ACAS Discipline and Grievances at Work Guide;
- Warrington Borough Council Discipline Policy (to provide detail and context in support of the ACAS document, as appropriate);
- Data Protection Policy; and
- Privacy Notice.

Members were informed that the Council currently operated under the National Association of Local Councils (NALC) Standing Orders – 2010 edition – which had been adopted on 24 September 2013 and last re-adopted on 24 May 2022. However, sections of that document in relation to the ‘power of wellbeing’ and contracts were now out of date.

A revised edition had been published by NALC in 2013, in their booklet ‘Local Councils Explained’ and had been revised again in April 2018. The Council, at its meeting on 23 April 2019, had recommended that the latest version be purchased and adopted by the Council. The Model Standing Orders included a number of sections which were subject to local choice. These would be populated in line with the terms of the existing Standing Orders, in so far as was possible. Where there was ambiguity, it was recommended that this be delegated to the Clerk to complete the document, in consultation with the Chair, and to report back on the final draft at a future meeting of the Council. The existing Standing Orders should remain in place until this was completed.

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

Work had now been completed on the development of a Data Protection Policy (for internal Council use) and a public facing Privacy Notice which set out what service users could expect in accordance with the General Data Protection Regulation when the Council collected personal information. The Council had previously reviewed and updated its procedures when the relevant legislation had been introduced, but the new documents supported and evidenced the updated procedures.

The ACAS Discipline and Grievances at Work document was available on line and this document should be adopted as a living document to enable the most up to date version to be accessed in the case of a relevant matter arising.

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

Decision -

- (1) To reaffirm that the Clerk, in consultation with the Chair, be authorised to continue to work on the 2018 Edition of the NALC Model Standing Orders and to complete those sections where local choice was required, so as to make available revised Standing Orders for consideration by the Council as soon as possible.
- (2) To note and re-adopt the following policy documents:
  - National Association Local Councils Standing Orders: 2010 Edition – as adopted on 24 September 2013 and last re-adopted on 24 May 2022, until the implementation of the 2018 Edition at (1) above.
  - Scheme of Delegation to Officers, as re-adopted on 24 May 2022.
  - Complaints Procedure – as re-adopted 24 May 2022.
  - CCTV Policy – as re-adopted on 24 May 2022.
  - Leisure Centre Operational CCTV Policy – Implemented by Leisure Centre Manager on 4 April 2015, endorsed by the Council on 17 May 2016 and re-adopted on 24 May 2022.
  - National Association of Local Councils 'Being a Good Employer Guide' – as re-adopted on 24 May 2022.
  - ACAS Procedures for dealing with employee discipline and grievance matters – as re-adopted on 24 May 2022.
  - Warrington Borough Council discipline policy – as readopted on 24 May 2022
- (3) To approve the adoption of the following with effect from 24 May 2023:
  - Data Protection Policy
  - Privacy Notice.

**WPC.7 Appointments to Committees and Sub-Groups**

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

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

Meetings of the Management Committee would continue to take place on alternate months, arranged on the second Tuesday of the month.

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

The Local Plan Working Group had not met in 2022/23 and might have outlived its

useful lifespan given that the Local Plan was close to being finalised. In addition, the implications of local housing and other developments proposed had now been included within the remit of the newly formed Housing and Development Group. Accordingly, it was recommended that the former body be disestablished.

Decision –

- (1) To re-establish the following Committees/Sub-Groups for 2023/24 with the Terms of Reference as set out in the detailed report:-
  - Management Committee (5 Members);
  - Grievance Committee (3 Members);
  - Staffing Appeals Committee (3 Members);
  - Housing and Development Group (1 Member from each ward).
- (2) To appoint the following persons to the Management Committee - Councillors Herron (Chair), A Abbey, Iddon, McGinn and A Warnock-Smith.
- (3) To authorise the Clerk to make appointments to the Grievance and Staffing Appeals Committees, as necessary, in accordance with the recommendations in the report and following consultation with the Chair of the Council.
- (4) To appoint the following persons to the Housing and Development Group - Councillors Herron, McGinn and Secker
- (5) To disestablish the Local Plan Working Group.

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

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

#### Rights of Way Forum

One representative was required from the Parish Council and discussions were on-going with a Member of the Winwick Litter Network about the possibility of undertaking this role.

#### Millennium Fund Trustees

Four Trustees were appointed to manage the Fund, of which three were required to be councillors and one was to be somebody ordinarily resident in the Parish of Winwick. The Trustees of the Fund served for a period of four years and were eligible for reappointment at the end of that period. The appointments had last been reviewed in 2021, following a period of uncertainty about the length of the existing tenures, at which point it had been determined to synchronise them with the

timetable for Parish Elections for ease of administration. Accordingly, the Council at its meeting on 28 September 2021 had approved the appointment of Trustees Councillors A Iddon, F McGinn and A Warnock-Smith for the period up to May 2024, following which the appointments would follow a four year term in step with the Elections.

The community representative, Mr J Worthington, had resigned as a Trustee with effect from 28 June 2022 and it was understood that he had passed away since then. Members were invited to consider how best to fill this role, which could be by advertisement on the Council's website. Local resident, Andy Griffiths, who was present at the meeting, offered to undertake this role.

A member of the public present commented that the fund had been established some 23 years ago and asked if it would continue in perpetuity. He asked if awareness of the fund should be raised. Councillor Iddon indicated that the fund had been set up to make small grants to individuals or organisations. The Clerk added that it had capital of around £10k, the interest from which had been intended to fund an annual award of grants. However, the interest earned was now insufficient to fund this aim. Under the trust deed, the trustees could agree to return the money to the Council's general account or, alternatively, the Council could wind up the fund. Potentially, if returned, the money could be used to support the Council's 3G pitch aspirations or perhaps a green project.

It was suggested that the trustees should discuss the issue in the first instance.

### Winwick Educational Foundation

One representative was required from the Parish Council. The Parish Council at its meeting on 24 May 2022 had agreed to endorse the on-going appointment of (former councillor) Mr Mike Matthews to this role, in view of his knowledge and experience of the Foundation's circumstances. Andy Griffiths expressed an interest in this role if Mr Matthews was unavailable.

Decision –

- (1) To request to Clerk to continue to explore the possibility of an appointment of a Winwick Litter Network member to the Public Rights of Way Forum.
- (2) To appoint Mr Mike Matthews to the Winwick Educational Foundation, subject to him agreeing to continue in this role.
- (3) In respect of the Millennium Fund:
  - (a) to note that the existing councillor appointments (Councillors A Iddon, F McGinn and A Warnock Smith) would continue until May 2024;
  - (b) To appoint Mr Andy Griffiths as the community representative trustee;
  - (c) To request the Clerk to circulate a copy of the trust deed to the



trustees and to arrange a meeting of the trustees to discuss the future of the fund.

**WPC.9      Minutes**

Decision – That the Minutes of the meeting held on 25 April 2023 be agreed and be signed by the Chair as a correct record.

**WPC.10      Updates on Issues from Previous Meetings**

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions had been completed or were progressing, although a small number of outstanding matters still remained.

Ms Jones reported on the following matters:

In respect of Action 1 – 3G pitch, a Teams meeting had been booked for Friday 26 May at 3.30pm to discuss avenues of funding with Warrington Borough Council

Regarding Action 6 – Tree Maintenance, the expenditure proposed had largely been intended for the tree that had been cut back recently by a resident.

In connection with Action 8 – Discussions with Winwick CE Primary School, a meeting had been scheduled for Wednesday 24 May at 5pm.

On the matter of Action 10 – Drop in / Warm Space, an item would be included in the autumn Parish Newsletter. Councillor Iddon reported that St Oswald's Church now ran a warm space session on alternate Thursdays. A resident confirmed that this was doing really well.

In respect of Action 11 - Hermitage Green bench, a consultation was due to be included in the July newsletter. However, timing would be monitored closely due to the proximity of the August holiday period. Councillor Secker noted that the events included in the previous leaflet were only until the end of June. Ms Jones suggested the leaflet should be produced before Winwick Carnival on 15 July 2023.

An additional matter was mentioned regard the bench repairs. Mr Ulyat was due to commence the work on the benches that required repair and hoped to have them finished by the end of June. This would include the bench outside the main gate and the bench broken during the felling of the Ash tree. Councillor Herron and Mr Wharton, Leisure Centre Manager, would schedule the repainting of the other benches over the summer months.

A Member of the public raised the issue of weeds in the area outside of the main gates. Ms Jones reported that the Council's gardener, Mr Hannon, worked on the flower tubs, Swan Green and Winwick Park roundabout, but currently had no additional capacity. The resident suggested that a group of volunteers and councillors could tidy up its appearance. Ms Jones undertook to ask the bench volunteers if they could improve the look of the fence at the main gate.

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

**WPC.11      Question Time for Electors**

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

*Signage on Swan Green*

A resident reported that the Parkside developers had placed signs on Swan Green, which might constitute a criminal offence under the relevant legislation about village greens. He asked whether permission had been given by the Parish Council for the signs to be placed there, as this should have been sought in advance of the action being undertaken.

*Response:* Mr Joinson, Clerk, confirmed that no permission had been expressly sought or given for the placement of the signage. A second resident commented that there were in fact two types of signs. These had been erected by Balfour Beatty at the request of the community to prevent HGVs from use a weight restricted road. There was a concern that if signs had been placed closer to Hermitage Green, vehicles would be unable to turn around at that point. Ms Jones suggested that it might be possible to grant retrospective permission. Councillor Iddon considered that the developer may have mistakenly applied to Warrington Borough Council without appreciation of the ownership of the land and its status. Councillor Herron confirmed that parish councillors had been supportive of signs being erected.

*Travellers Rest Stone*

A resident reported that a car accident had resulted in the displacement by around 3 feet of the travellers rest stone on Swan Green due to a car accident.

*Response:* Councillor Herron noted that the stone had also been scuffed during the accident. The stone would be reinstated, but initially this was an insurance matter. Ms Jones undertook to speak the PCSO Tony Spruce next week. A second resident commented that the Parish might be able to seek payment under the Inclosure Acts for any damage caused.

*School Car Park*

A resident asked if the Council could again affirm its position about car parking, not to gift any land to Winwick CE Primary School. The resident asserted that the land had a covenant on it which would prevent its use other than for recreation. It was also reported that the school and St Oswald's Church were trying to develop closer ties.

*Response:* The Chair commented that the Parish's position had been discussed at the last meeting.

*Bookcase*

Ms Jones reported that the she had looked into the question of siting a book-swap

bookcase in the Leisure Centre. It would be possible to move the notice board to accommodate a bookcase adjacent to the ladies toilets, which would leave sufficient space for the Christmas tree to be erected. She had discussed the matter with the resident who had made the original enquiry, who had now offered to buy the furniture and to stock it. The case would be lockable to prevent misuse. The key would be kept behind the bar to enable deposits or withdrawals.

Decision –

- (1) To note the questions raised by residents and responses provided.
- (2) To grant retrospective approval for the placement of temporary advisory road traffic signs on Swan Green in connection with the Parkside development and to request the Clerk to contact Balfour Beatty to notify them of the approval and to clarify the status of the land as a village green.
- (3) To approve the siting of a bookcase in the hallway of the Leisure Centre.

**WPC.12      Police / Community Issues**

Mr Joinson indicated that no written reports had been received from the Neighbourhood Policing Teams on this occasion. The most recent report had been provided by PCSO Tony Spruce two meetings ago.

A resident confirmed that PCSO Spruce had attended the car boot sale on Sunday. It was acknowledged that his area covered both Burtonwood and Winwick. He was known to have attended the Church and brownies meetings recently.

At the car boot sale, the Police had only been able to ticket cars on the central reservation. Cars parked on double yellow lines on Delph Lane could only be dealt with by Warrington Borough Council. However, parking enforcement teams were only available at certain times of the day.

The Chair expressed disappointment about the lack of Police engagement with Council meetings, as neighbourhood policing teams from other areas were able to attend parish meetings regularly. Councillor Iddon confirmed that regular attendance had occurred in the past in Winwick. Councillor Secker added that PCSO Spruce did attend surgeries in both Burtonwood and Winwick.

Decision – To note comments on Police and community issues and to request that the Clerk to write to the Neighbourhood Policing Teams to ask them to provide regular updates.

**WPC.13      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 – 26/04/23 (x2), 05/05/23, 09/05/23, 11/05/23, 15/05/23 and 18/05/23
2. E-mails and reminders from Jackie Weaver and Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about a ChALC Board vacancy, various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 28 April, 5 and 12 May 2023 – 28/04/23, 05/05/23, 10/05/23, 11/05/23 and 12/05/23 (x2)
3. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about a Town Police Clause Notice relating to the Kings Coronation Street Parties which were due to take place on Saturday 6th May, Sunday 7th May and Monday 8th May 2023 and about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate) due to be advertised in the Warrington Guardian on Thursday, 18 May 2023 – 03/05/23 and 16/05/23
4. E-mail from Andrew Dutton, Head of Environment, Liverpool John Lennon Airport, enclosing a copy of the presentation from the recent (LJLA) Airspace Change Proposal (ACP) Stage 2 Engagement Review Sessions and indicating a deadline for responses to the consultation of 5pm on 1st June 2023 – 04/05/23
5. E-mail from My Warrington indicating the following in response to the enquiry about the Townfield Lane car boot sale: “In the case where parked vehicles create obstructions for other road users, the Police are the most appropriate body to react. However, it should be noted that a Police Officer needs to be in attendance when the obstruction is taking place to be able to assist and it is often the case that the obstruction may not be the greatest priority for officer’s attention at that time. It is however important to continue to report any obstruction to the Police non-emergency number 101 as the frequency that these incidents are reported can influence priorities” – 10/05/23
6. Website enquiry form from a resident, SB, requesting improvements to the area around the entrance to Myddleton Lane Playing Fields, with particular reference to the pavement area outside the gates being covered in moss and weeds; the railings being in need of painting; the bench subject to rot and in need of replacement; and the area inside the railings being overgrown with weeds and covered in fallen tree branches – 05/05/23
7. Website enquiry form from a resident, RW, pointing out that temporary signage by Balfour Beatty about the closure of Parkside Road for 14 weeks from 24 April to 28 July 2023, erected at Hermitage Green and Swan Green, may be in contravention of the Commons Act 1876 section 29 and Inclosure Act 1857 section XII if carried out without the Council’s permission – 08/05/23
8. Website enquiry form from Sue Fairclough, Winwick Parochial Church Council, thanking councillors for arranging for the local MP to attend St Oswald’s CE Church’s recent Coronation service. Parish councillors are also invited to attend open days on 9th and 10th of September.2023, when the Bishop of Warrington

will attend and Peter Beck, local Historian, will be on hand to give a small talk and to show people around the Church – 12/05/23

9. Website enquiry form from a resident, SL, highlighting traffic issues on Mill Lane and Delph Lane with particular regard to safety concerns and asking how the Parish Council might support residents in getting those matters addressed and answers provided – 17/05/23
10. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - Kompan – fitness and play equipment
  - Make Me Something Special – Coronation benches
  - Suregreen Ltd – green car parking solutions
  - We Find Any Learner - training

In connection with Item 5 – Car Boot Sale, a resident reported that there might be limitations on the number of occasions that the event could be held which could be enforced by Warrington Borough Council. In addition, the terms of the licence did not permit food and drink to be sold but this did occur. Councillor Iddon reported that there was no licence to hold the event on Wednesdays. The event organiser appeared to be pushing the limit of what was allowed. Councillor Secker highlighted the advice to report parking issues to 101 and Councillor Iddon confirmed that the Council had done this on several occasions in the past.

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

**WPC.14      Planning Matters**

*General Correspondence*

Nil

*Domestic Planning Applications*

1. Application reference: 2023/00531/FULH - Full Planning - Householder (Householder Development)  
Location: 5 Birch Avenue, Winwick, Warrington, WA2 9TN  
Proposal: Proposed garage conversion, Porch and side extension linking garage to front porch
2. Application reference: 2023/00588/CLDP - Section 192 Certificate  
Location: Sunningdale Delph Lane, Winwick, Warrington, WA2 0RQ  
Proposal: Demolition of original single storey rear element of house and replacement rear extension conforming to Class A of current GPDO and raised decking no higher than 300mm from existing ground level  
(FOR INFORMATION ONLY)

*Non-Domestic Planning Applications*

Nil

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

**WPC.15      Finance Officer's Report**

Members considered a report of Clare Jones, Operations and Finance Officer, on a number of financial issues, set out below. Ms Jones was in attendance at the meeting to speak to the report.

Budget Review 2023/24

Members considered a detailed breakdown of profit and loss against the Council's Budget for the year to date for both the Leisure Centre and Parish Council as at 30 April 2023.

In April the Leisure Centre had generated £16.7k of income. This put the Centre at a loss of £2.2k for April. This placed the management team in the position of having to recoup £11.5k to bring the Centre back to break even by the end of the current year.

There had been £8.9k of expenditure against the precept in April and the new year's precept monies had been received in early May.

Additional Items

1) Parish newsletter

The content for the July newsletter was currently being gathered for approval at the June meeting. Some advertising was also being sourced, for which a charge of £10 - £25 was suggested. 3,000 leaflets would cost in the region of £186. A resident commented that out of around 1,000 local business, none had been prepared to sponsor the Winwick Calendar produced in 2022 or the beer festival. It was noted that the Carnival Committee was moving to an on-line publication rather than a paper programme this year.

2) End of Year Accounts

The AGAR documents had been provided elsewhere on the Agenda. The internal auditor was due to visit the Centre on 23 May 2023, so their report would not be available until the June meeting. The main AGAR documents were required to be signed off for submission to the external auditors by 3 July 2023.

Payments made since the report prepared for the Management Committee meeting of 9 May 2023

<b>Payments Leisure Centre</b>		
15-May-23	£2,354.69	T&JT Barton
15-May-23	£160.00	B.Muflihi
15-May-23	£129.60	Clear Brew
15-May-23	£1,370.74	Wiga Beer Co
03-May-23	£80.00	SJ Slater
03-May-23	£111.00	Easyflow
<b>Payments Parish</b>		
15-May-23	£2,366.57	Chsh. Pension Fund
15-May-23	£580.00	DL Hannan
15-May-23	£2,393.91	HMRC Cumbernauld
15-May-23	£2,031.00	SE Environmental
15-May-23	£2,746.25	Chsh. Pension Fund
03-May-23	£220.00	DL Hannan
<b>Direct Debits Leisure Centre</b>		
09-May-23	£1,254.00	SCOTTISHPOWER
09-May-23	£237.17	BT GROUP PLC
<b>Direct Debits Parish</b>		
15-May-23	£21.60	TAKEPAYMENTS LTD
11-May-23	£183.92	BARCLAYCARD
04-May-23	£33.60	XERO UK LTD

Decision – To note the Finance Officer’s update report, including the Budget Review 2023/24, Update Items and Payments Made.

**WPC.16      Annual Governance Statement**

A draft of the AGAR Section 1 – Annual Governance Statement 2022/23 was considered. This statement needed to be approved before the Accounting Statements 2022/23 could be signed off.

Decision – To approve the draft of the AGAR Section 1 – Annual Governance Statement 2022/23 and to authorise its signature by the Chair and Clerk and its submission to the external auditors.

**WPC.17      Accounting Statements 2022/23**

A draft of the AGAR Section 2 – Accounting Statements 2022/23 was considered. The end of year accounts for 2022/23 showed a balance of £16,218 remaining after all income and expenditure had been taken into account.

The necessary public notice regarding the exercise of public rights in relation to the accounts would be published shortly.

Decision – To approve the AGAR Section 2 – Accounting Statements 2022/23 for signature by the Chair and Responsible Finance Officer and its submission to the external auditors.

**WPC.18     Report from Parish Council Committees**

Mr Joinson reported that minutes of the meeting of the Management Committee of 9 May 2023 were currently being drafted and would be available for the next meeting.

Councillor Herron advised that the actions arising had been discussed earlier in this evening's meeting.

**WPC.19     Ward Reports / Updates**

Houghton Green Ward

There were no significant matters to report in the Houghton Green, Peel Hall and Winwick Wards on this occasion.

**WPC.20     Schedule of Meetings 2023/24 and Date and Time of Next Meeting**

A schedule of meetings for 2023/24 was considered.

Meetings of the Management Committee would continue to be held on alternate months, with the next meeting being held on 11 July 2023.

Decision – To approve the formal schedule of Council meetings for 2023/24 and to note that the next meeting of the Council will take place on Tuesday 27 June 2023 at 7.30pm.

**WPC.21     Exclusion of the Public (including the Press)**

Decision – That members of the public (including the press) be excluded from the meeting by reasons of the confidential nature of the business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the public interest in disclosing the information is outweighed by the need to keep the information confidential.

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

a)     Debtors

Members considered a report of the Operations and Finance Officer on debtors. There were no outstanding debts over 90 days old indicated. The debts listed at 30-89 days, had now been paid.








### **Agenda Item 3**

Councillor Secker enquired about whether the Preschool would reopen. Ms Jones understood that this enterprise might reopen as a playgroup. The Centre would need to be satisfied of any insurance arrangements before any booking was confirmed.







Decision – To note the Finance Officer's Confidential Report.

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## WINWICK PARISH COUNCIL – ACTION LIST / REFERRAL LOG 2023/24

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. The Chair and Councillor Herron have 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	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. The core document has now been prepared, but further work is required to refine those sections where there are local choice options available. A full report will be provided in the near future.	
4	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. The terms of reference of the Review have now been agreed. Update reports will be provided from time to time.	
5	To authorise Councillors Herron and Mitchell to continue negotiations with representatives of Winwick CE Primary School on the	WPC.22	24/05/22	Councillor Herron and Mitchell	-	-	On-going	



Agenda Item 4

	basis discussed [ <i>car park</i> ].							
6	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. A full report will be provided to a future meeting.	
7	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 April 2023 newsletter has now been circulated. This offer could be included in a future autumn/winter edition.	
8	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	-	-	Members have agreed to include the consultation in the summer newsletter.	
9	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. A residents meeting on traffic issues was held on 18/04/23	
10	To request that Members and officers routinely look into the opportunities available for partner organisations to engage directly with residents on matters of health, wellbeing and community safety.	WPC.118(3)	24/01/23	All	-	-	On-going.	
11	That the Working Group members appointed under (2) above [ <i>Housing and Development Working Group</i> ] be requested to draft the Group's terms of reference and to submit	WPC.134(3)	28/02/23	Working Group	-	-	Terms of Reference were approved at the Annual Council meeting on 23/05/23	







Agenda Item 4

	these to the Council for approval.							
12	To note the e-mail dated 18 February 2023 about Winwick Educational Foundation and to request the Clerk to circulate information about its proposals to redistribute its assets.	WPC.148(c)	28/02/23	Clerk	-	-	Not yet commenced	
13	To request that the Clerk write to Warrington Borough Council's compliance officer to draw their attention to the telephone accessibility issues regarding planning matters.	WPC.173(2)	25/04/23	Clerk	-	-	Not yet commenced	
14	To request the Clerk to write to the Police and Crime Commissioner for Cheshire to invite him to attend a meeting of the Parish Council.	WPC.175	25/04/23	Clerk	-	-	Not yet commenced	
15	To request the Clerk to send a letter to the resident who had commissioned the tree works to issue a warning about her actions.	WPC.179(2)	25/04/23	Clerk	-	-	Not yet commenced	
16	...the declaration of acceptance of office may be signed before or at the next meeting of the Council at which Councillor Mitchell is present.	WPC.1	23/05/23	Clerk	-	-	To be signed before the next meeting	
17	To request to Clerk to continue to explore the possibility of an appointment of a Winwick Litter Network	WPC.8(1)	23/05/23	Clerk	-	-	Job description being drafted for discussion with the Network	

**Agenda Item 4**

	member to the Public Rights of Way Forum.							
18	To request the Clerk to circulate a copy of the <i>[Millennium]</i> trust deed to the trustees and to arrange a meeting of the trustees to discuss the future of the fund.	WPC.8(3)(c )	23/05/23	Clerk	-	-	Not yet commenced	
19	...to request the Clerk to contact Balfour Beatty to notify them of the approval and to clarify the status of the land as a village green.	WPC.11(2)	23/05/23	Clerk	-	-	Not yet commenced	

**Progress Legend**

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

Version 2.0 - (Final) – 27/06/23

**Winwick Parish Council**

**Correspondence since 23 May 2023**  
**(or not previously reported)**

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 23/05/23(x2), 24/05/23, 25/05/23(x2), 31/05/23, 05/06/23, 06/06/23, 08/06/23 and 15/06/23
2. E-mails and reminders from Jackie Weaver and Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), about a ChALC Board vacancy, various training events; and enclosing bulletins highlighting relevant parish news for the weeks ending 2, 9 and 16 June 2023 – 24/05/23, 26/05/23, 02/06/23, 05/06/23, 09/06/23, 13,06/23, 15/06/23, 16/06/23(x2)
3. E-mail from Rebecca Lee, Legal Support Officer, Warrington Borough Council, about various Traffic Regulation Notices (along with any statements of reasons and plans, as appropriate) due to be advertised in the Warrington Guardian on Thursday, 25 May 2023 – 23/05/23
4. E-mail from the Freedom Fibre Team about grants of up to £500 to support environmental projects available to non-profit community groups from the Freedom Fund – 24/05/23
5. E-mail from Andrew Dutton, Head of Environment, Liverpool John Lennon Airport, providing a reminder that the deadline for responses to the consultation on the (LJLA) Airspace Change Proposal (ACP) Stage 2 Engagement would be 5pm on 1st June 2023 – 25/05/23
6. E-mail from resident, RW, about a meeting to be held on Saturday 1st July 2023 at Warrington Museum, to attract members of the Public who are interested in joining the Battle of Winwick Society and seeking approval to have notices place in Parish notice boards, in other conspicuous places and on the Parish website – 04/06/23
7. E-mail for John Dwyer, Poice and Crime Commissioner for Cheshire, asking for Parish Council assistance in raising awareness amongst residents of criminals collecting waste which leads to fly-tipping – 12/06/23
8. Parish Network e-mail from the clerk to Rixton with Glazebrook Parish Council seeking advice about banks providing suitable accounts for parish councils (and various replies received) – 15/06/23
9. E-mails from Kelly Rochell, Cheshire and Warrington Traveller Team, about an unauthorised encampment of caravans at Peel Hall Park, Blackbrook Avenue, subsequent actions taken and confirmation that the group have now left the location – 19/06/23(x2) and 20/06/23

## Agenda Item 8

10. E-mail from Colin Balmer, Senior Facilities Maintenance Officer, about a proposed location and cost of a litter bin at Winwick Park Roundabout. (a discussion on this matter will be held at Item 11 on the Agenda) 19/06/23
11. E-mail from resident, AO, about a large growth of Japanese Knotweed in the grounds of the Swan Pub in Winwick, which may be spreading on to the land of Winwick Leisure Centre and is extremely close to the back gardens of the 5 bungalows which back on to the land - nos. 2, 4, 6, 8 and 10 Rectory Lane, Winwick. The resident is seeking support and action from the Parish Council – 20/06/23
12. E-mail from resident, EL, requesting that the Parish website be updated following the passing of Councillor Diana Friend and to include the meeting dates for 2023/24, This has now been actioned – 20/06/23
13. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
  - Futurform – Queen Elizabeth II memorial benches
  - GeViews – planters
  - HAGS – outdoor play equipment
  - Kompan – fitness and play equipment
  - Proludic – outdoor fitness equipment

Up to date as at 21/05/23



**Winwick Parish Council**

**Planning Matters since 23 May 2023**

**General Correspondence (3)**

1. A reminder that the consultation on the Proposed Main Modifications to the Updated Proposed Submission Version Local Plan 2021 – 2038, as recommended by the independent Planning Inspectors, was carried out between Wednesday 15th March 2023 and Wednesday 26th April 2023.

As some interested parties failed to receive notification of the consultation, Warrington Borough Council is therefore re-opening the consultation for a further 6 weeks period starting on Wednesday 24th May 2023 until 5.00pm on Wednesday 5th July 2023.

2. Notification from Warrington Borough Council that a further hearing session to specifically deal with the emerging Local Plan's overall employment land requirement under Matter 5 – Economic growth and development is due to take place on Thursday 13th July 2023 starting at 9.30 am, at the Halliwell Jones Stadium, Mike Gregory Way, Warrington, WA2 7NE.
3. Information received from Countryside Partnerships about various consultation events for the Design Code and Masterplan consultation associated with the Peel Hall Development. Details have already been published on the Parish Council website. The publicised events have already taken place, but a further date is planned at the Orford Jubilee Neighbourhood Hub. Details will be posted on the developer's website (see link below):

[Consultation events – Peel Hall Warrington](#)

Members may wish to refer this matter to the Housing and Development Working Group for further consideration.

**Domestic Planning Applications (1)**

4. Application reference: 2023/00514/FULH - Full Planning - Householder (Householder Development)  
Location: 2, Park View Grasmere Avenue, Warrington, WA2 0LF  
Proposal: Demolition of the existing detached garage and erection of a new garage adjacent to the house

**Non-Domestic Planning Applications (2)**

5. Application reference: 2023/00736/ADJA – Adjacent Authority  
Location: Land Site Of Former Parkside Colliery, Winwick Road, Newton le Willows, St Helens  
Proposal: P/2023/0342/RES Reserved matters application seeking access and landscaping for enabling and infrastructure works to facilitate employment development comprising site wide earthworks to create development platforms, details of strategic landscaping (off plot) including bunds, planting, ecological mitigation, drainage and ground works, upgrades to existing substation and

## **Agenda Item 9**

details of spine road access and Parkside link road pursuant to outline planning permission P/2018/0048/OUP

6. Application reference: 2023/00735/ADJA – Adjacent Authority  
Location: Land Site Of Former Parkside Colliery, Winwick Road, Newton le Willows, St Helens  
Proposal: P/2023/0341/RES Reserved matters application seeking approval for Access, Appearance, Landscaping, Layout and Scale for the three employment units (B8 with ancillary B1 (a) at plots A,B and C, landscaping works, associated servicing and infrastructure, noise mitigation, car parking, vehicle and pedestrian circulation space including means off access from the PLR, pursuant to outline planning permission P/2018/0048/OUP

Up to date as at 21/06/23

Finance report to Winwick Parish Council Full Council meeting 27<sup>th</sup> June 2023

In May we have had £18.5k of income through the centre. The centre is showing a £1.2k profit for May with the year to date at a loss of £973. This puts us with £10.3k to recoup to bring the Centre back to break even by the end of the year.

There has been £10.2k of expenditure against the precept in May. Precept monies were received in May.

**Additional items**

**Parish newsletter**

The content for the July newsletter is currently being gathered for approval at the June meeting. Councillor Herron should have a copy available for the meeting.

**End of year accounts**

These are issued as separate documents from the main report.

The internal auditor response is available along with my responses to their raised points. Passed approval, now awaiting minute references from Mr Joinson to add to and send to the external auditors.

All paperwork must be submitted to the external auditors by the 3<sup>rd</sup> July 2023.

**Payments made since those reported in the management report**

<b>Payments Leisure Centre</b>		
19-Jun-23	£288.00	Aquila Heating Ltd
19-Jun-23	£74.00	Easyflow
19-Jun-23	£1,499.93	T&JT Barton
19-Jun-23	£156.80	C Jones
12-Jun-23	£1,593.66	Wigan Beer Co
<b>Payments Parish</b>		
19-Jun-23	£222.00	Styles
12-Jun-23	£2,895.13	HMRC Cumbernauld
12-Jun-23	£260.00	DL Hannan
12-Jun-23	£2,345.51	Chsh. Pension Fund
<b>Direct debits Leisure Centre</b>		
16-Jun-23	£27.04	BT GROUP PLC
08-Jun-23	£1,254.00	SCOTTISHPOWER
08-Jun-23	£237.17	BT GROUP PLC
<b>Direct debits Parish</b>		
16-Jun-23	£320.25	LLOYDS BANK PLC
15-Jun-23	£21.60	TAKEPAYMENTS LTD
12-Jun-23	£250.18	BARCLAYCARD
06-Jun-23	£33.60	XERO UK LTD

Part 2 items:

- 1) Debtors list – no list required all debtors within 30 day terms

**Profit and Loss**  
**Winwick Parish Council**  
**1 April 2023 to 31 May 2023**

	31 May 23	YTD
<b>Income</b>		
210 Room hire income	£5,589.25	£9,985.00
225 Buffet sales income	£0.00	£340.00
230 Bar sales income	£9,758.87	£18,795.43
231 Bar snacks income	£494.34	£885.65
232 Soft drinks income	£1,452.32	£2,609.55
260 Ticket sales income (Events)	£60.00	£60.00
Bar tea and coffee	£590.20	£1,576.10
Machine income	£87.80	£87.80
Entertainer	£0.00	£0.00
Field income	£492.50	£932.50
LC Bar till discrepancies	£1.47	-£20.33
<b>Total Income</b>	<b>£18,526.75</b>	<b>£35,251.70</b>
<b>Less Cost of Sales</b>		
bar snacks expenditure	£146.83	£389.50
Beverage supplies (Coffee, milk)	£32.25	£116.21
Buffets	£0.00	£323.58
Buffets - events	£0.00	£3.75
Entertainer	£0.00	£0.00
Drink purchases (and other bar il	£3,507.52	£7,175.51
LC Direct Wages	£3,880.37	£9,061.35
soft drinks expenditure	£548.29	£1,095.16
<b>Total Cost of Sales</b>	<b>£8,115.26</b>	<b>£18,165.06</b>
<b>Gross Profit</b>	<b>£10,411.49</b>	<b>£17,086.64</b>
<b>Less Operating Expenses</b>		
Bad Debt	£0.00	£0.00
DJ's bouncy castles, etc - events	£35.84	£288.34
LC Bar & Cleaning sundries	£285.20	£650.26
LC Bottled Gas	£185.00	£259.00
LC Cleaning	£436.00	£868.00
LC consulting	£49.58	£99.16
LC Electricity (Light, Power)	£1,045.00	£2,180.75
LC Equipment	£52.42	£168.25
LC Fire extinguishers	£0.00	£381.00
LC Gas (Heating)	£753.94	£1,379.69
LC General Expenses	£0.00	£0.00
LC Landline telephone and Broa	£220.17	£440.34
LC Pension costs	£1,037.68	£2,092.22
Rates	£1,724.25	£1,724.25
LC Repairs & Maintenance	£0.00	£21.88
tv licence	£0.00	£0.00
LC Trade waste	£269.68	£603.40
LC Water and Sewerage	£285.72	£571.17
Machine games duty	£28.00	£28.00
Managers salary and NI	£2,406.39	£5,346.08
PAYE Payable	£358.15	£797.85
Stocktaking Services	£0.00	£160.00
<b>Total Operating Expenses</b>	<b>£9,173.02</b>	<b>£18,059.64</b>
<b>Net Profit</b>	<b>£1,238.47</b>	<b>-£973.00</b>
Centre reserves		-£9,341.78
Balance of reserves		-£10,314.78

**Profit and Loss**  
**Winwick Parish Council**  
**1 April 2023 to 31 May 2023**

	31 May 23	ytd
<b>Income</b>		
Litter picker income	£1,800.00	£3,600.00
Community fund	£290.00	£290.00
Precept	£129,222.00	£129,222.00
<b>Total Income</b>	<b>£131,312.00</b>	<b>£133,112.00</b>
<b>Less Cost of Sales</b>		
<b>Total Cost of Sales</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Gross Profit</b>	<b>£131,312.00</b>	<b>£133,112.00</b>
<b>Less Operating Expenses</b>		
Administration expenses	£115.28	£307.56
advertising	£0.00	£186.03
internal audit	£1,100.00	£1,100.00
external audit fee	£0.00	£0.00
cctv	£393.75	£393.75
election expenses	£0.00	£0.00
RBL Donation	£0.00	£0.00
xmas tree lights	£0.00	£0.00
intruder alarms	£0.00	£0.00
Bank Fees	£208.52	£387.77
Clerk's salary	£833.29	£1,666.58
Consulting	£0.00	£0.00
Grass cutting	£0.00	£0.00
Grounds Maintenance	£162.50	£325.00
Insurance	£0.00	£0.00
Legal / Licencing Expenses	£0.00	£468.00
Litter Pick Costs (Shared)	£1,613.20	£3,592.70
Litter pick vehicle	£0.00	£0.00
Loan charges	£0.00	£0.00
PAYE Payable	£976.79	£1,060.71
Payroll	£185.00	£370.00
Pensions Costs (Empr's contr)	£833.38	£1,666.75
Playground repairs	£18.33	£18.33
Professional fees	£0.00	£0.00
Repairs and maintenance	£0.00	£0.00
RFO Salary (and NI)	£2,937.58	£6,533.80
Traffic management	£0.00	£0.00
Subscriptions	£41.59	£83.18
Planters	£580.00	£580.00
Swan green, winwick park, radley conr	£260.00	£480.00
<b>Total Operating Expenses</b>	<b>£10,259.21</b>	<b>£19,220.16</b>
<b>Net Profit</b>	<b>£121,052.79</b>	<b>£113,891.84</b>
Parish reserves		£26,592.84
Balance of reserves		£140,484.68
Bench project fees to be	£1,032.76	

Winwick Parish Council  
Winwick Leisure Centre  
Myddleton Lane  
Winwick  
Warrington  
WA2 8LQ

12 June 2023  
Our Ref: JB/LK/WIN002

Dear Sirs

### **Annual Internal Audit Report 2022/23**

As internal auditors we have reviewed the systems of internal control and accounting procedures operated by the Parish Council.

Our review was made primarily for the purpose of completing the Annual Internal Audit Report for the year ended 31 March 2023 and accordingly, did not encompass a detailed review of all systems used by the Parish Council and cannot be relied upon to necessarily disclose defalcations or other irregularities.

In the 2022/23 Annual Internal Audit Report we have concluded that Winwick Parish Council has achieved all of the internal control objectives during the year.

Nonetheless, we set out in this letter several points that have been identified during our examination and the action that we propose should be taken to resolve these matters in the future.

This letter is produced solely for your internal use. It should not be used, reproduced or circulated in any manner without the prior written consent of Styles & Co JFC Limited.

The recommendations contained in this letter should not be considered as all inclusive or necessarily the only alternative for procedural changes and operating improvements. Nevertheless, we believe that the comments and suggestions warrant your careful consideration. Should you require any further information or explanations, please feel free to contact us.

In due course, we would appreciate receiving your comments on any actions that you propose to take on these recommendations contained in this letter.

#### **1. Recording Cash and Card payments**

During our inspection of the payment records it was noted that cash and card payments were omitted from the daily sheets, resulting in differences between the receipt records on the till Z reads and the daily sheets.

**2. Matters brought forward from previous year that were in evidence again**

**a. Purchase invoices**

Purchase invoices were still not being physically signed as being approved before the suppliers were paid.

However, in the sample we selected, there is evidence on Xero that the purchase invoices were being approved by the CFO

This in itself may be regarded as a weakness because of the lack of internal control. But it is not unusual in organisations of the size and structure of Winwick PC.

**b. Wages postings**

The posting of wages and PAYE/NIC journals are only posted to the profit and loss accounts. This means that the postings on to Xero are still being made on a payments basis.

We recommend that a weekly/monthly wages journal is processed that that incorporates all the gross pay, related deductions and employer contributions, including balance sheets for PAYE, Net Pay and Pensions.

**c. Fixed Asset Register**

A detailed fixed asset register, itemising all the assets held, was not provided to us during our visit. Additionally, it was noted that no depreciation had been charged during the year, which is a departure from accounting standards.

As noted in previous years, a detailed fixed asset register should be maintained and fixed assets should be depreciated as appropriate.

We should like to take this opportunity of thanking you for your co-operation and assistance during our visit.

Your faithfully

A handwritten signature in black ink, appearing to be 'J. Styles', written over a horizontal line.

Styles and Co JFC Limited



# Annual Internal Audit Report 2022/23

Winwick Parish Council

www.winwickparishcouncil.org.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

23/05/2023

Name of person who carried out the internal audit

Styles & Co SFC Ltd. / James Bruce

Signature of person who carried out the internal audit



Date

12/06/2023

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

**Responses to internal audit comments**

The previous director of Styles has moved on and the Audit was undertaken this year by his successor and Laura Kirk (who did the previous years audit). Comments made are available in the report letter issued and responses are as follows:

Point 1: The cash sheets record cash and card as they are at the end of the shift, whilst the z reads record them as they are processed through the till. Due to cashback or card reader errors, these are sometimes different. In order to audit this there is a spreadsheet which identifies when differences occur and where card reader errors have come in which staff member is responsible for not checking the payment has completed. These sheets were obviously overlooked.

Point 2 a: The electronic system requires the inputter (RFO) to approve the expenditure before allocating to the system. All deliveries are required to have a corresponding delivery note to check them against and these are filed with the invoices (as per recommendations from previous years audit). As it would be myself signing the sheets I see no difference in approving them electronically and had signing every invoice. In a larger company environment purchaser sign off would be a necessity but in a financial team of one seems overkill.

Point 2b: Weekly wages journals are produced and processed through Xero, a file with these in was passed to the auditor.

Point 2c: A fixed asset register was provided to the internal auditor, but as per instructions from the external auditor no depreciation is applied. They therefore do not recognise this as a full fixed asset register.



**Proposed Litter Bin at Winwick Park Roundabout**

Suggested location:





Example of type of litter bin:



The above is an example of the type of litter bin that Warrington Borough Council would install and is in-keeping with other litter bins installed at the play areas on Winwick Park

There would be a total charge of £600. The arrangement also assumes that the bin will be emptied regularly by the Parish Council's litter picker.

### **Recommendation**

Subject to the Operations and Finance Officer's view of the Council's financial position, the Council is asked to determine whether it wishes to purchase a litter bin.

23/06/23

## Winwick Parish - Management Committee 9 May 2023

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

### **WPMC 37 Apologies**

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

### **WPMC 38 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 39 Minutes**

Decision – That the Minutes of the meeting held on 14 March 2023 be agreed as a correct record.

### **WPMC 40 Action List**

There were no outstanding actions arising from previous meetings.

An update was provided in respect of the Real Ale Festival due to be held on 24 June 2023. Good progress was being made and tickets would be available for sale soon. The event organisers had confirmed that they would also stock one hand-pulled cider and one lager. The gin and fizz bar would be provided by the Leisure Centre bar. There would also be security staff provided for the event.

The event organisers had requested that the Leisure Centre process any income as a community fund within the Centre's accounts to provide a transparent record of the finances. Accordingly, any income for tickets and drinks sold, etc. would be recorded as community fund income.

Councillor Warnock-Smith enquired if any money would need to be paid out in advance. Councillor Herron indicated that around £800 in sponsorship had already been raised for the barrels, but some funding would be required for the security. The capacity for the event was 100, although more could be accommodated outside if the weather was good. Councillor Iddon observed that, given the target market, it was unlikely that customers would cause any disturbances. Ms Jones confirmed that the event was due to run from 2.00pm to 11.00pm. The Chair added that the security staff would be provided from the same company used for 18<sup>th</sup> birthdays, etc. Tickets would cost £5 each.

The Chair reported that sponsored glasses had been obtained which featured a company logo. Ms Jones added that some entertainment would be provided on site, including one of the bands which used the Leisure Centre for practice sessions.

The real ales were due to be ordered next week. A programme for the festival would be produced as close as possible to the event, when the beers and sponsors were known.

Councillor McGinn asked if the event would be advertised in the next newsletter. However, it was reported that this would be issued too late for this event. Ms Jones indicate that a separate leaflet was being considered. More information would be available at a later date. Councillors volunteered to deliver the leaflets, as necessary.

Decision - To note the update provided in connection with the planned Real Ale Festival.

**WPMC 41 Non-Confidential Matters Raised in line with the Committee’s Terms of Reference**

**(A) Community and Leisure Centre Performance Reports**

(1) Finance Report

Clare Jones, Operations and Finance Officer, provided a report which showed the financial position at the Leisure Centre for April 2023.

The April 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. Targets for 2023/24 had been increased from the 2022/23 levels. Ms Jones highlighted key elements of the report.

Income Information

*Key Performance Indicators (Bar Sales)*

It had been recorded in the report for March that bar sales had returned £5.6k over target for the last financial year.

The annual budget for bar sales for 2023/24 (£135,800) had been broken down over the 12 months period. The relevant percentage and target income for each month was outlined in a table. 2023/24 actual income (also shown) would be assessed against the table provided below.

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage of Total (%)	7.49	7.68	7.81	10.77	9.64	9.97	9.05	8.20	7.54	6.65	8.29	6.90
Budget (£1,000s)	10.17	10.43	10.61	14.63	13.09	13.54	12.29	11.16	10.24	9.03	11.26	9.37
Actual (£1,000s)	11.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*Bar Takings Monthly*

A graph was provided which showed monthly budgeted and actual bar takings as at April 2023, using the profile outlined above. April bar sales were above target by £1,386.58 (13.63%).

*Key Performance Indicators (Room Lettings)*

It had been recorded in the report for March that room hire had returned £3k over target for the last financial year.

As with the bar sales, the room lettings had been analysed and the expected fees for 2023/24 (£60,000), including buffet sales, had been split across the relevant months by percentage. 2023/24 actual income (also shown) would be assessed against the table provided below:-

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage of Total (%)	7.70	11.72	13.69	9.60	5.78	5.30	7.49	10.02	5.02	8.02	7.19	8.47
Budget (£1,000s)	4.62	7.03	8.21	5.76	3.47	3.18	4.49	6.01	3.01	4.81	4.32	5.08
Actual (£1,000s)	4.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*Room Lettings Monthly*

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

The table showed that room hires for April were £224.68 below target.

*Key Performance Indicators (Field Income)*

It had been recorded in the report for March that field hire had returned £140 below target.

Field income had also been analysed and the expected fees for 2023/24 (£6,400.00) had been split across the relevant months by expected percentage. 2023/24 actual income (also shown) would be assessed against the table provided below:-

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Percentage of Total (%)	2.45	0.00	6.26	5.87	3.42	0.00	2.35	1.96	0.98	74.36	0.98	1.37
Feet (£s)	156.8	0.00	400.6	375.7	219.2	0.00	150.3	125.24	62.6	4,759.3	62.6	87.7
Actual (£s)	440.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*Field Income Monthly*

A graph was provided which showed monthly budgeted and actual field

lettings income as at April 2023, using the profile outlined above. The field hire was £283.20 above target for this month.

### *Coffee Sales*

The coffee morning sales figures were provided. The figures for the month of April showed an average of 13.0 cups per day sold and income of £985.90.

### *Overall Leisure Centre Position*

Councillor Iddon asked whether, if the new targets were met, this would return a profit for the year. Ms Jones confirmed that was the case. Wages would also be covered, but the management would need to work hard to ensure finances remained on track. Energy prices, particularly electricity, had produced an adverse impact on last year's figures.

### Additional Income

Buffet sales of income of £340.00 had been realised.

### Updates on Repairs

There were no issues reported under this heading on this occasion

### Additional Items

#### (a) Schedule of Events 2023/24

The following events were due to take place in May:

- Coronation family fun day – 6 May 2023 (*this had now taken place*)
- Cybercrime presentation – 23 May 2023
- Majorettes dance – 28 May 2023

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

#### (b) Cheshire Regal Majorettes

It was reported that the Winwick and Hermitage Green Facebook page had included numerous comments by residents on the recent Majorettes event. Many were unhappy that parking had been allowed on the field and considered that it had caused significant damage.

Ms Jones had reviewed the pitches and surrounding areas and reported the following:



- Upper field – had no more wear and tear than if the Carnival had been on in bad weather.
- Lower pitch – had a deep tire tread in one corner – this could be easily filled once the ground had dried out sufficiently.
- UU access road – had been churned up slightly due to the breakdown of one of the buses and the subsequent use of 2 tow trucks to remove the vehicle – once dried this would need a little digging down and allowing the grass seed to grow back through (not unlike when the Oak tree came down and the vehicles churned the ground).

A major concern raised had been the children's football matches still to be played, however these were outside of the usual season pattern due to the bad winter. The Leisure Centre had been unable, in good faith, to cancel the children's majorette fundraiser to accommodate the extended football season. It was worth noting that the children's matches were played on the upper pitches, which following the Coronation funday would now have 2 weeks to replenish before the matches would be played.

Mr Wharton confirmed that he had already carried out the repairs identified above and that the field had recovered well. In general, the grass had only been flattened temporarily and had returned to its normal appearance quickly. The pitches had not been required immediately following the majorettes' usage and had now been reinstated. Councillor Warnock-Smith noted that majorettes had used the pitches in previous years without complaint. Ms Jones responded that this particular group had not used the pitches before and that the local majorettes usually booked the field in May/June, after the football season had ended.

Ms Jones indicated that the most significant complaint had been about the tyre marks across the pitch, but this had been unavoidable when the recovery truck for the broken-down bus had become stuck.

The Chair commented that much of the grassed parking area was suitable for vehicles, as it had a permeable concrete base and formed the access road to United Utilities water pumping station on the field. He added that heavy rain had not helped the situation on the day. He also noted that cars were not parked on the pitches.

Councillor Iddon commented that the playing fields were not closed to the public during the event. Ms Jones added that the majorettes had an area cordoned off for their use, but that the main area of the field and its perimeter were accessible to other users, as normal. She observed that some of the complaints were that the children's pitches had been the most affected. However, the majorettes were children themselves and their use of the field was considered to be appropriate.

Mr Wharton commented that the event had, in fact, been very successful. Councillor Iddon added that the majorettes groups were keen for spectators to attend.

(c) Coronation Day Event

Mr Wharton indicated that the Coronation Day event had also been very successful. However, a few complaints had been made about noise. Bar takings had been good. It was reported that children’s entertainer Jimbo Junior had not turned up, which was particularly out of character and raised some concerns about his wellbeing. Attempts were being made to contact him.

The Redeemer Christian Church of God (RCCG) had provided an excellent buffet. Their own family fun day was due to take place in September.

Ms Jones commented that it was disappointing that those members of the public who had suggested a Coronation Day event had not been present to enjoy the celebrations.

(d) Cybercrime Presentation

It was noted that a local resident had arranged for cybercrime presentation at the Leisure Centre. This would take place on the same evening as the Parish Assembly and Annual Council meeting.

(e) Cost Savings

The Centre’s management was looking into improving the cost efficiency of the trade waste provision and had received the following competitive quote.

Trade waste bins:

Item	Current supplier	Gaskells
Lift cost x2 lifts	£63.52	£36.00
52 lifts a year	<b>£3,303.04</b>	<b>£1,872.00</b>
Rental	£58.40	£0.00
Duty of care	£73.00	£36.50
	<b>£3,434.44</b>	<b>£1,908.50</b>
Potential saving		<b>£1,525.94</b>

A copy of the Waste Carrier's Licence for Gaskells had been received, showing that they were fully licenced. Ms Jones was due to contact the current supplier shortly to ascertain the notice period required to terminate the contract.

Further work would also be carried out to investigate the potential for reductions on the Centre's banking charges. The Chair asked if gas and electricity costs were now falling. Ms Jones responded that electricity costs had fallen by around £400/month from its peak.

### (f) Book-share

The Chair reported that he and Ms Jones had received an e-mail from a member of the public to site a bookcase in the Centre for people to book-share. However, the resident's preferred location was also the site of the Centre's Christmas Tree, so an alternative spot would need to be found. The rear wall was not suitable as this provided access to the fire extinguisher. Corridors were not suitable as these provided access to fire exits. The existing notice boards could perhaps be moved.

The bookcase would be funded by residents and should be lockable to ensure that its contents were secure, particularly at times of heavy usage of the Centre, such as parties, the beer festival and carnival. The residents would need to be responsible for the locking/unlocking of the bookcase.

Councillor iddon indicated that the nursery may have some bookcases that were surplus to requirements. Councillor Warnock-Smith noted that there were other such facilities in nearby supermarkets. Ms Jones added that a book exchange might complement the warm spaces idea. Councillor McGinn suggested the development of a book club. Mr Wharton considered that this could be linked to a coffee morning. The Chair considered that this could be trialled over a pilot period.

### Payments

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

Payments Leisure Centre		
02-May-23	£250.00	Paul Harden
02-May-23	£220.00	SJ Slater
02-May-23	£320.00	D Jakobsen
28-Apr-23	£125.43	ST Helens MBC
28-Apr-23	£578.45	Wigan Beer Co
28-Apr-23	£285.45	Water Plus Limited
24-Apr-23	£74.00	Easyflow
Payments Parish		
28-Apr-23	£195.00	Gardenia Gardens
28-Apr-23	£270.00	Styles
28-Apr-23	£561.60	Syrve Limited
24-Apr-23	£2,579.08	HMRC Cumbernauld
Direct debits Leisure Centre		
02-May-23	£861.25	WBC NNDR
24-Apr-23	£750.90	BRITISH GAS
20-Apr-23	£400.46	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 42 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 43 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.

There was now one customer who had two invoices in the range 30-89 days outstanding. Ms Jones would speak to the customer involved to ascertain their plans, as it was known that the organisation was considering its

immediate and long-term future. Some suggestions were discussed about how that organisation could minimise its booking costs during any intervening period. A change to the existing arrangements might also free up the Radley Suite for other lettings.

Decision – To note the report on debtors.

**(B) Employee Matters**

There were no employee issues reported in this occasion.