

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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5 July 2023

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

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 11 July 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 9 May 2023.

4. **Action List**

There are no outstanding actions arising from previous meetings.

5. Community & Leisure Centre – Update Report

To note the information circulated outside of the meeting in the June update report and to consider the latest report from the Operations and Finance Officer or Centre Manager

(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.

CONFIDENTIAL MATTERS

7. Community & Leisure Centre – Update Report

To consider a report from the Operations and Finance Officer or Centre Manager, which may include, but is not limited to, the following matters:

- a) Debtors

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

8. Employee Matters

To consider any 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

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 18th 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.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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	£3,303.04	£1,872.00
Rental	£58.40	£0.00
Duty of care	£73.00	£36.50
	<hr/>	
	£3,434.44	£1,908.50
Potential saving		£1,525.94

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.

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Winwick Parish Council

Leisure Centre Performance Report

To management meeting 11th July 2023

1. Income information

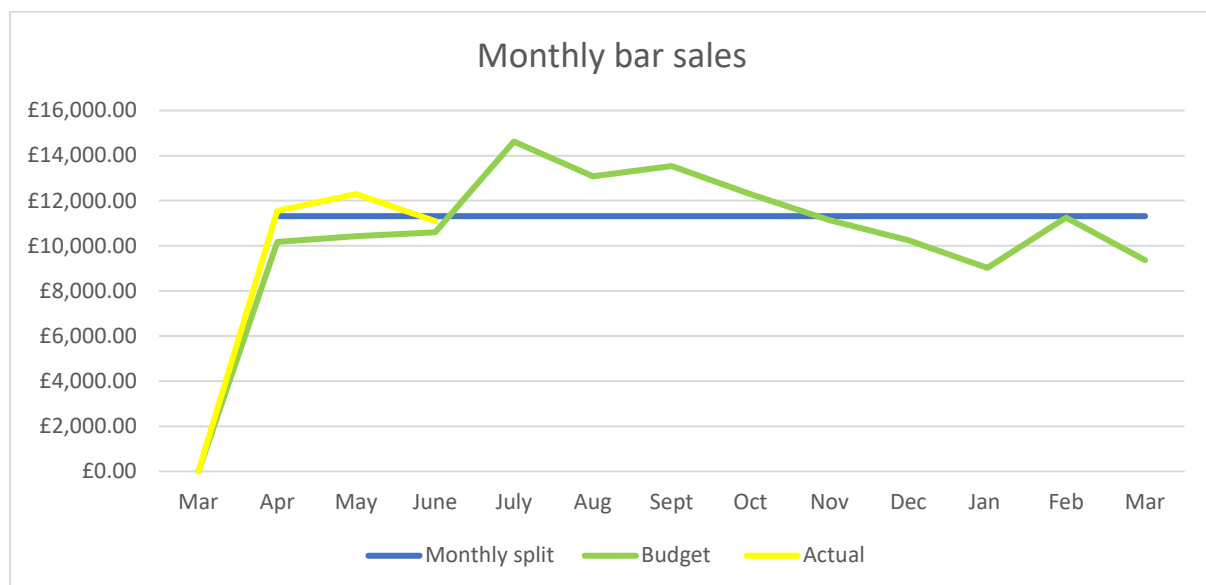
Key performance indicators.

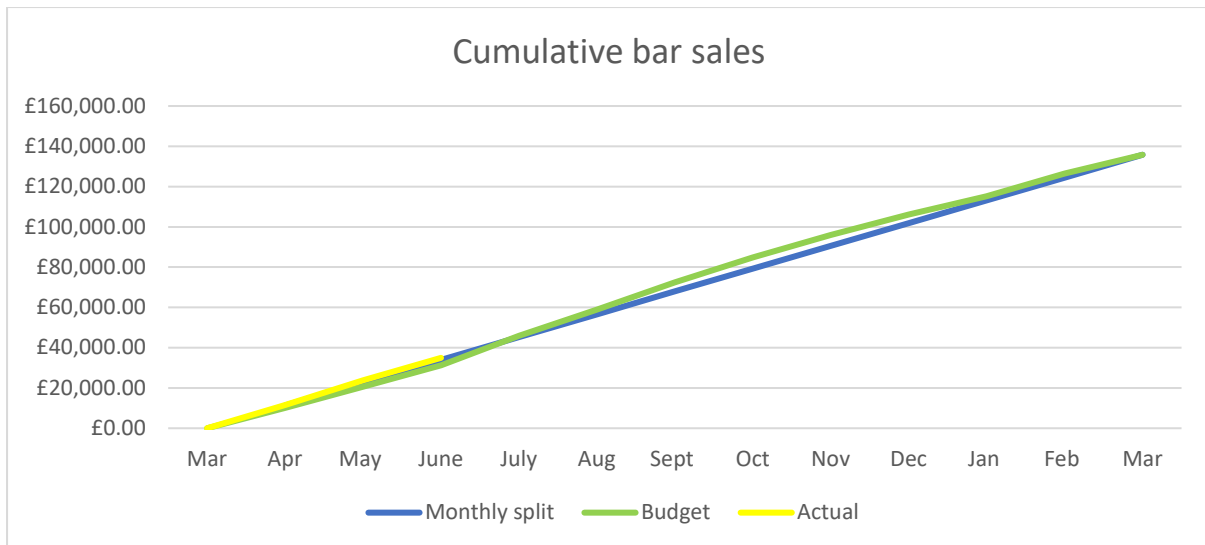
The annual budget for bar sales 2023/24 (£135,800) has been broken down over the 12-month period and will be assessed as per the table below:

	Apr	May	June	July	Aug	Sept
Percentage of total	7.49%	7.68%	7.81%	10.77%	9.64%	9.97%
Budget	£10,171.42	£10,429.44	£10,605.98	£14,625.66	£13,091.12	£13,539.26
Actuals	£11,558.00	£12,295.73	£11,097.38	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	9.05%	8.20%	7.54%	6.65%	8.29%	6.90%
Budget	£12,289.90	£11,135.60	£10,239.32	£9,030.70	£11,257.82	£9,370.20
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

June bar sales have come in £491.40 (4.63%) ahead of target for the month. This puts us at £3.7k (12%) ahead of target on the year to date.

Plots showing bar sales income below:



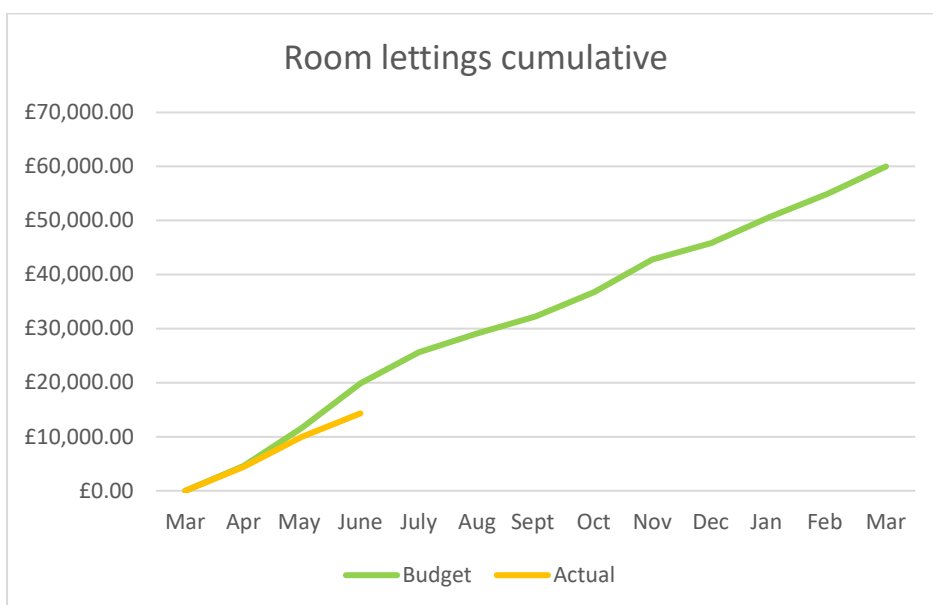
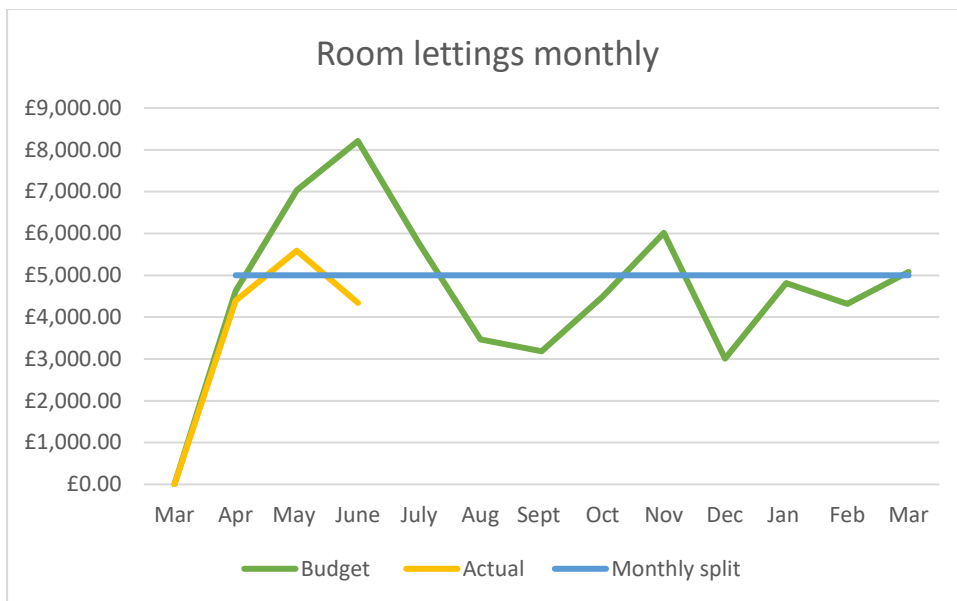


The room lettings for 2023/24 have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	Apr	May	June	July	Aug	Sept
Percentage	7.70%	11.72%	13.69%	9.60%	5.78%	5.30%
Fee	£4,620.43	£7,029.62	£8,211.59	£5,762.81	£3,465.61	£3,181.71
Actual	£4,395.75	£5,589.25	£4,339.00	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	7.49%	10.02%	5.02%	8.02%	7.19%	8.47%
Fee	£4,492.62	£6,013.91	£3,009.78	£4,812.71	£4,315.04	£5,084.17
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

June room hires came in at £3.8k below target (£700 below straight monthly split). This put us £5.5k (27.8%) behind target on the year to date.

Plots are provided below:

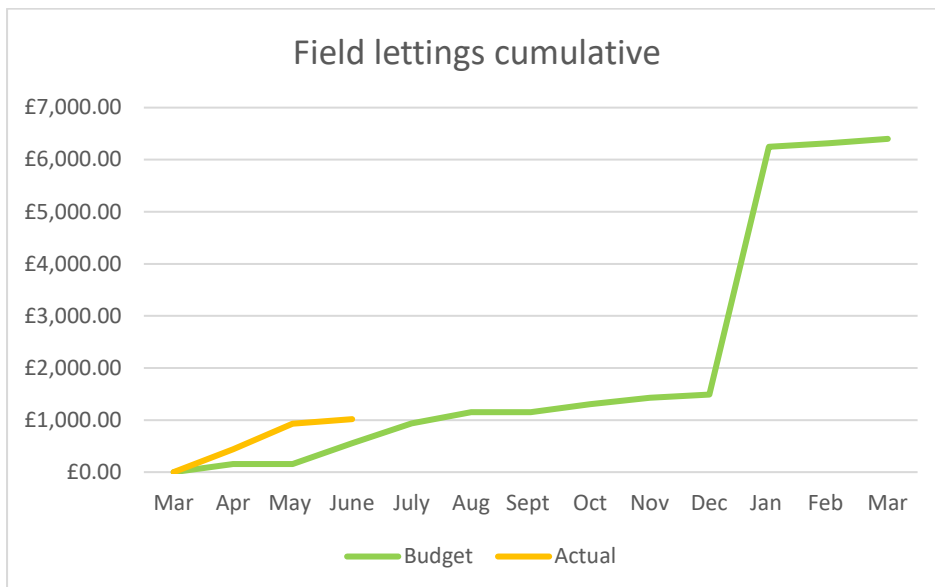
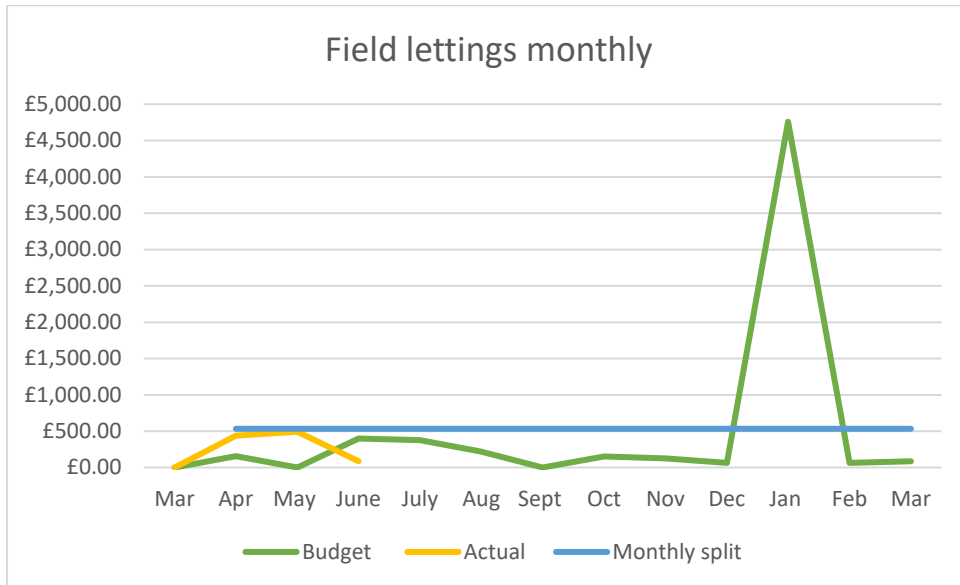


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	Apr	May	June	July	Aug	Sept
Percentage	2.45%	0.00%	6.26%	5.87%	3.42%	0.00%
Fee	£156.80	£0.00	£400.64	£375.73	£219.18	£0.00
Actual	£440.00	£492.50	£85.00	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	2.35%	1.96%	0.98%	74.36%	0.98%	1.37%
Fee	£150.29	£125.24	£62.62	£4,759.30	£62.62	£87.67
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

June field hire was £315.64 below target for the month. This puts us at £460.06 (82.53%) ahead of target on the year to date.

Plots are provided below:



Agenda Item 5

The coffee morning sales figures are below. These show an average of 4.7 cups per day sold in June. This is a decrease of 4.2 cups per day on last years figures.

	Cups sold total	Cups sold per day	Income
Apr	391	13.0	£985.90
May	238	7.7	£590.20
June	140	4.7	£338.30
July		0.0	
Aug		0.0	
Sept		0.0	
Oct		0.0	
Nov		0.0	
Dec		0.0	
Jan		0.0	
Feb		0.0	
Mar		0.0	
Total	769	2.1	£1,914.40

Additional income

Advertising income - £50

Real ale festival - £2019 – community fund money

Updates on repairs

Boiler repairs complete

Additional items

Events:

The events running in June are as follows:

6th July – Well living bus

9th July – Mental Health football

15th July – Winwick Carnival

18th July – Hermitage Green Bench consultation

29th & 30th July – German Shepherd Show

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

Payments Leisure Centre		
03-Jul-23	£129.60	Clear Brew
03-Jul-23	£294.15	Water Plus Limited
03-Jul-23	£1,179.76	T&JT Barton
03-Jul-23	£37.00	Easyflow
26-Jun-23	£1,059.64	T&JT Barton
26-Jun-23	£118.06	ST Helens MBC
Payments Parish		
27-Jun-23	£1,200.00	Robert Towers
26-Jun-23	£195.00	Gardenia Gardens
26-Jun-23	£1,320.00	Styles
Direct debits Leisure Centre		
30-Jun-23	£863.00	WBC NNDR
26-Jun-23	£205.50	BT GROUP PLC
20-Jun-23	£283.30	BRITISH GAS
20-Jun-23	£438.58	BAGNALL & MORRIS
Direct debits Parish		
30-Jun-23	£77.40	Service Charge
30-Jun-23	£89.40	Handling Charge

Part 2 – Documents will be issued under separate cover.

- 1) Debtors list