

# WINWICK

*Best Kept Village  
in Cheshire – 2000*

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



# PARISH COUNCIL

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6 September 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 12 September 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 11 July 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 August 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 11 July 2023

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

### **WPMC 1 Apologies**

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

### **WPMC 2 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 3 Minutes**

Decision – That the Minutes of the meeting held on 9 May 2023 be agreed as a correct record.

### **WPMC 4 Action List**

There were no outstanding actions arising from formal decisions recorded in the minutes of previous meetings.

The following verbal updates were provided:

The Operations and Finance Officer, Ms Jones, reported that no further contact had been received from resident, EL, who had initiated the book-swap proposal, to which the Council had agreed.

The Chair reminded all that the flooring was still raised in the area of the swings and needed attention.

Councillor Iddon asked if the bench by the main entrance gates to Myddleton Lane Playing Field was due to be repaired. Ms Jones confirmed that the repair would take place and that the moss in that vicinity had been removed with a hoe. However, the moss had proved to be resilient and would require further attention. Weed/moss killer treatment had not been considered, but it might be possible to use salt.

The Chair indicated that he and Paul Wharton, Leisure Centre Manager, had looked at the repairs need to the playing fields gate, but this required drilling for the new bolt to fit. The weather had delayed the repairs. As soon as the bolt had been fitted, the gate could be stripped down with wire wool and a coat of Hammerite applied.

Ms Jones reported that all 3 of the new benches on the playing field had now been installed. The Chair added that the benches looked good and that the work represented good value for money.

The Chair reported that the initial design for the Ash tree stump carving had come in over budget. Accordingly, a revised design had been negotiated within budget which would omit the shield on the rear of the seat, but would include the Winwick pig and a logo on the front aspect.

Councillor Warnock-Smith asked about the Real Ale Festival. The Chair reported that the event had gone really well with a good mix of people and age groups in attendance. It was highly likely that the organisers and Centre would wish to run this type of event again and the Council would take a more proactive role on the organising committee in future. Councillor Iddon considered that the event might have benefited from live music. Ms Jones commented that a bouncy castle had also been requested. The aim next time would be to coordinate supporting attractions more closely. Income from the event had been good, with gin sales also doing well.

Councillor Warnock-Smith congratulated all, as this had been a first attempt at staging this type of event in recent years. This should work well as an annual event. The Chair added that, as the set-up had taken place on Friday and the clear up had taken place on Monday, future events could possibly span the whole weekend. Members considered the marketing of Friday as a preview night. The Chair considered that more attractions could be provided outside of the Centre, if the weather was good, as it had been on this occasion. Mr Wharton indicated that a recent retirement party had taken place at the Centre which had made use of a hired marquee and generator. This model had been successful, increasing indoor capacity to 200, and could be adopted for future events.

Members noted that the security had not been needed in earnest on this occasion, but that its presence was effective as a deterrent.

The Chair would speak to the organisers to see how much beer was left over. It was estimated that the strong ale had not been as popular as others. Sales had also included gluten free and alcohol free Peroni.

The number of sponsors for the event had also been good

Councillor Iddon commented that the main patio now looked cared for and tidy. Ms Jones responded that two relatively young workers were carrying out the work under the direction of the Council's gardener contractor. It was noted that the new pub bench and table would require varnishing when the weather permitted. The Chair and Centre Manager would also repaint the traditional benches on the playing field when the weather improved.

Decision - To note the verbal updates provided.

### **WPMC 5 Community and Leisure Centre Update Report**

#### (1) Finance Report

### Agenda Item 3

Clare Jones, Operations and Finance Officer, had previously circulated directly to Members a report for information, which showed the financial position at the Leisure Centre for May 2023. The Committee were now provided with a report which showed the financial position at the Leisure Centre for June 2023.

The June 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)*

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	12.30	11.10	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 June 2023, using the profile outlined above. June bar sales were above target by £491.40 (4.63%). However, this was slightly quieter than the performance in May.

##### *Bar Takings Cumulative*

A graph was also provided showing the cumulative budgeted and actual bar takings as at June 2023, using the profile outlined above. This put the Centre at £3.7k (12%) ahead of target on the year to date.

The performance in July would be a key indicator of the health of the business and it was important to meet this target, if possible. The income from the retirement party with the marquee, the Carnival, Winwick Athletic FC presentation event and the German Shepherd Weekend should help to boost finances.

*Key Performance Indicators (Room Lettings)*

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	5.89	3.01	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 June 2023, using the profile outlined above.

The table showed that room hires for June were £3.8k below target (£700 by a straight monthly split).

*Room Lettings Cumulative*

A further graph was provided showing the cumulative budgeted and actual lettings income as at June 2023, using the profile outlined above. This showed the centre at £5.5k (27.8%) behind the year to date target.

Overall room lettings were underperforming, but when considered as a monthly split this was not yet concerning. It was hoped that further NHS training sessions would resume later in the year. Councillor Iddon suggested that following the pandemic virtual meetings on Zoom, etc. may have impacted adversely on room lettings. Mr Wharton commented that the Together for Adoption group still preferred face to face meetings.

Ms Jones reported that she had spoken to the organisers of the former pre-school about their proposed playgroup venture. The new enterprise would need to demonstrate appropriate insurance arrangements prior to a room letting being agreed. The rate for hire of the room had yet to be determined and it might not be possible to offer any discount. Members noted that there might be significant barriers to entry into the playgroup market, as well as other competition and a shift in parental needs and lifestyles.

Members considered that it might be possible to offer a start-up discount on room hire of £30 per session until Christmas, then a contract rate of £50. It was also suggested that a business viability plan might be needed before any long-term letting arrangements were entered into. However, it was important that the Parish Council was not seen as unnecessarily hindering the

### Agenda Item 3

development and success of the new venture which would benefit local children and parents.

#### *Key Performance Indicators (Field Income)*

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	492.5	85.00	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 June 2023, using the profile outlined above. The field hire was £315.64 below target for this month. This was due to the Majorettes hiring the field in May instead of June.

#### *Field Income Cumulative*

A further graph was provided showing the cumulative budgeted and actual field lettings income as at June 2023, using the profile outlined above. This showed the year to date figure above target by £460.06 (82.53%). It was noted that use of the field did appear to be increasing, including the return of Omnifit. The German shepherd weekend and rugby usage were also helping.

#### *Coffee Sales*

The coffee morning sales figures were provided. The figures for the month of June showed an average of 4.7 cups per day sold and income of £338.30. This was slightly lower than usual for the month, in part, due to the Majorettes visiting in May.

#### Additional Income

- Income of £50 had been received for advertising in the parish newsletter, which had helped to offset £160 printing costs.
- The Real Ale Festival had raised £2,019, with £1,200 being returned to the organisers to cover essential costs. The balance was available for the Community Fund.

#### Additional Items

- (a) Schedule of Events 2023/24

## Agenda Item 3

The following events were due to take place (or had now taken place) in July:

- Well Living Bus – 6 July 2023
- Mental Health football – 9 July 2023 (*this event had not taken place due to the removal of the goal posts by Warrington Borough Council without first consulting the Leisure Centre*)
- Winwick Carnival – 15 July 2023
- Hermitage Green bench consultation – 18 July 2023
- German Shepherd Show – 29 and 30 July 2023

Attendance for the Well Living Bus had been lower than at the first visit, but had still been considered a success. A third visit was being planned for August. Mr Wharton commented that the organisers needed to staff the event properly in future, as Leisure Centre staff had been called upon unexpectedly to support the above visit at the Council's expense.

The Chair, Councillor Iddon, Ms Jones and Mr Joinson would attend the Hermitage Green bench consultation event on behalf of the Council. The event would commence at 7.00pm.

### (b) Boiler Repairs

The urgent repairs had now been completed and should improve energy efficiency.

### (c) Grass Reseeding

Bald patches on the playing field surface would be reseeded after the Carnival.

### Payments

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



<b>Payments Leisure Centre</b>		
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
<b>Payments Parish</b>		
27-Jun-23	£1,200.00	Robert Towers
26-Jun-23	£195.00	Gardenia Gardens
26-Jun-23	£1,320.00	Styles
<b>Direct debits Leisure Centre</b>		
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
<b>Direct debits Parish</b>		
30-Jun-23	£77.40	Service Charge
30-Jun-23	£89.40	Handling Charge

Decision –

- (1) To note the update report on the Leisure Centre performance, repairs, additional items and the list of payments.
- (2) To note the financial information circulated to Members outside of the meeting outlining the financial position at the Leisure Centre for May 2023.
- (3) To approve an offer of a start-up discount on room hire of £30 per session for the proposed new play group venture until Christmas 2023, increasing to a rate of £50 thereafter.

#### **WPMC 6 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 7 Community and Leisure Centre Update Report**

##### Debtors

Members considered a report on debtors, both private and public sector. There were no invoices outstanding for over 90 days.

There were a small number of debtors who had invoices in the range 30-89 days outstanding. One debtor would normally settle linked to term time grant funding. The other debtors would be chased up by the Operations and Finance Officer, but usually paid promptly or following a first reminder.

Decision – To note the report on debtors.

**WPMC 8 Employee Matters**

It was reported that a member of staff was now on maternity leave with the baby due in mid-August. Other bar staff would work extra hours over this period to make up the shortfall. The postholder was not expected to be absent on maternity leave for a prolonged period.

The Leisure Centre Manager reported that some of the younger members of bar staff had developed well during their time working and were now highly valued and dependable members of the Team. In the case of one individual, TH, it was hoped that he would soon commence day time working at the Centre, which included additional responsibilities.

Winwick Parish Council

Leisure Centre Performance Report

In lieu of management meeting August 2023

1. Income information

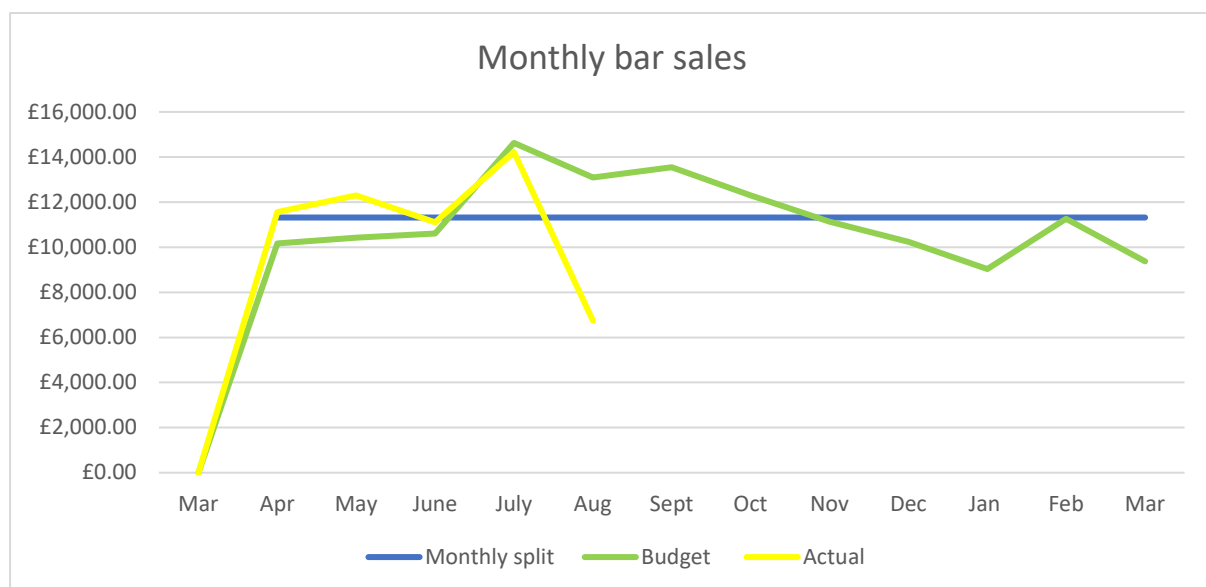
Key performance indicators.

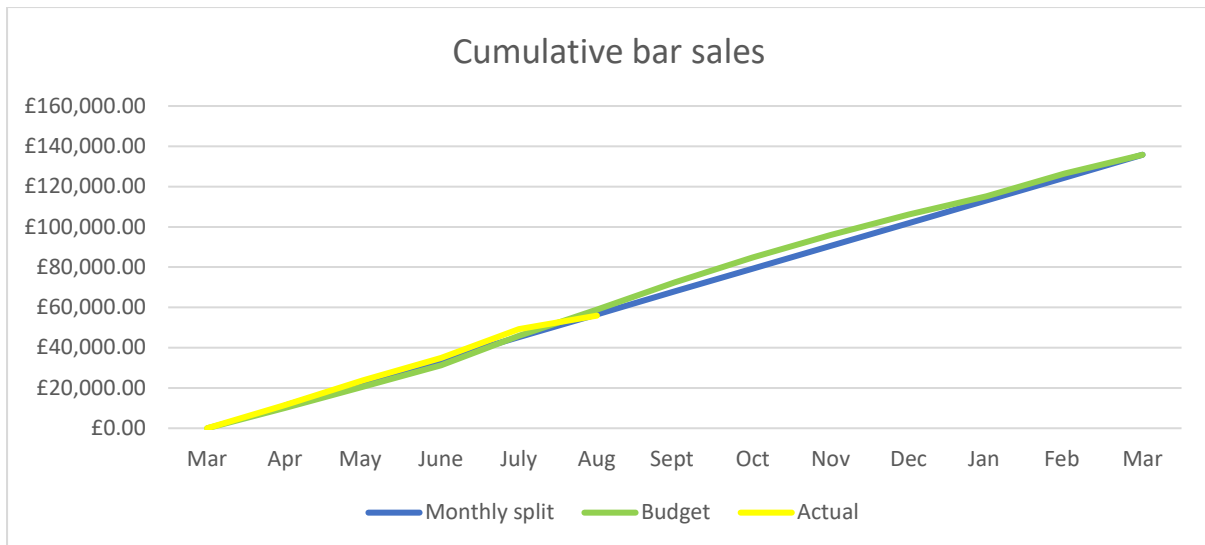
The annual budget for bar sales 2023/24 (£135,800) has been broken down over the 12-month period and will be assessed as per the table below:

	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	£14,222.81	£6,741.15	£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

August bar sales have been abysmal and came in at £6.3k below target for the month and £4.5k below a straight monthly split. This puts us at £3k below target on the year to date. We are £2k ahead of where we were last year on bar sales. September is looking to be a better month with the 2 fundays and the cliff show (see events below).

Plots showing bar sales income below:



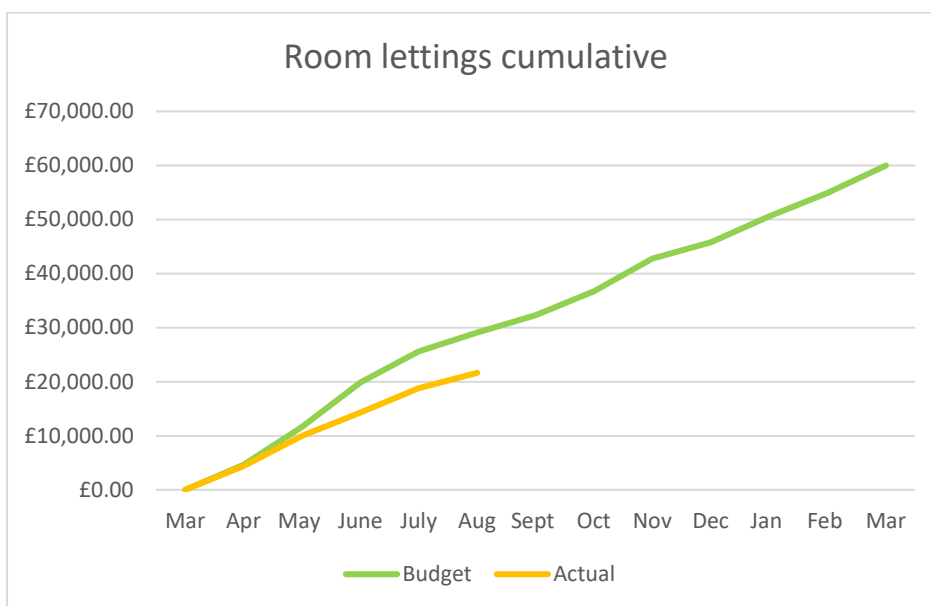
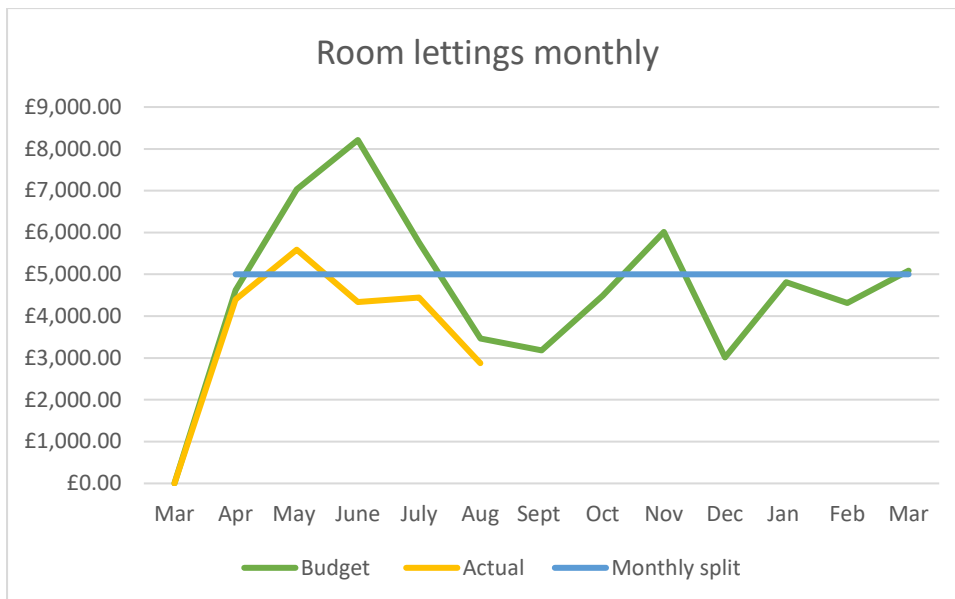


The room lettings for 2023/24 have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
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	£4,448.00	£2,872.54	£0.00
	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
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

August room hires came in at £593.17 below target. This puts us £7.4k behind target on the year to date. Current estimates for September put the room hire at £1.1k ahead of target for September.

Plots are provided below:

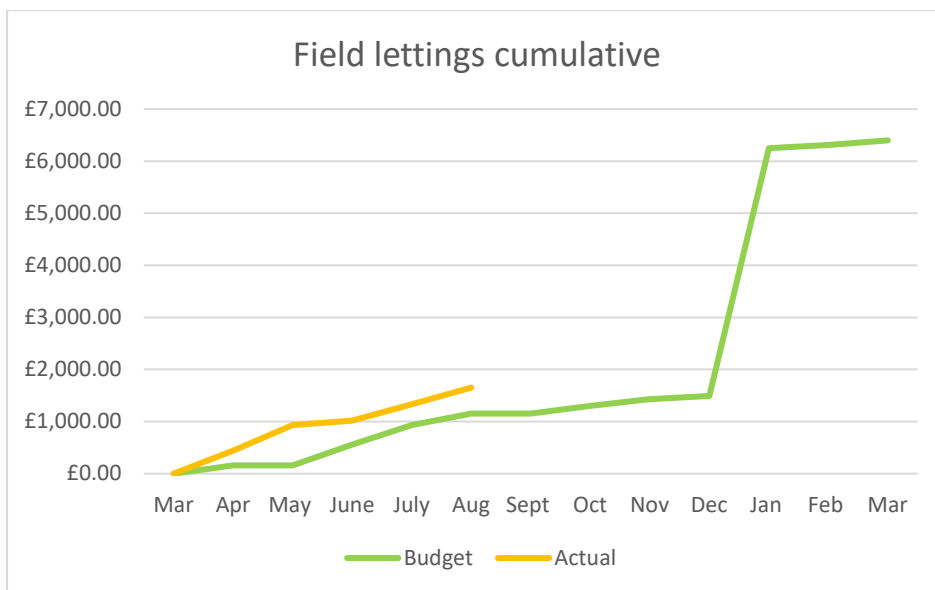
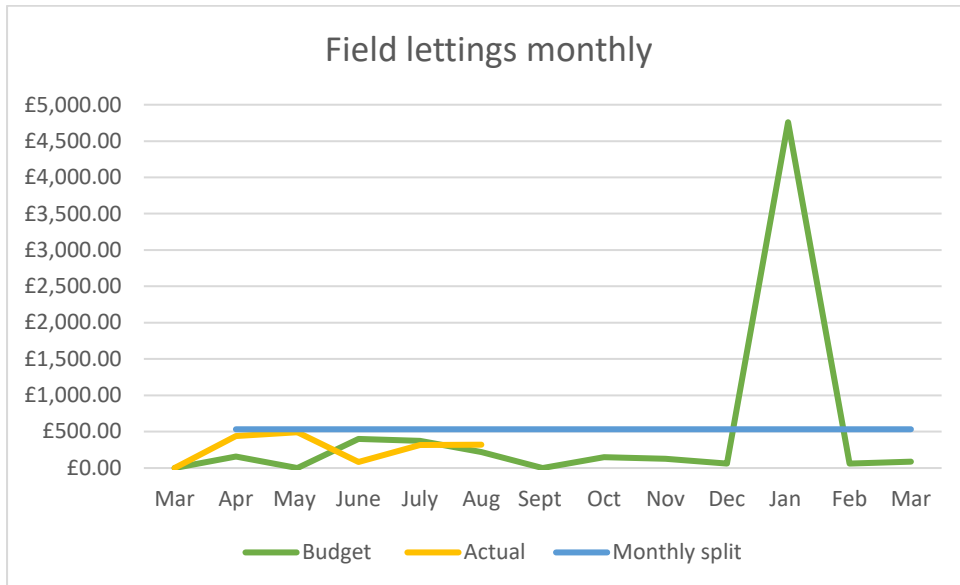


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	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	£315.00	£320.00	£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

August field hire was £100.82 ahead of target for the month. This puts us at £500.15 ahead of target on the year to date.

Plots are provided below:



The coffee morning sales figures are below. These show an average of 3.6 cups per day sold in August. This is a decrease of 2 cups per day on last years figures.

	<b>Cups sold total</b>	<b>Cups sold per day</b>	<b>Income</b>
<b>Apr</b>	391	13.0	£985.90
<b>May</b>	238	7.7	£590.20
<b>June</b>	140	4.7	£338.30
<b>July</b>	293	9.5	£730.50
<b>Aug</b>	113	3.6	£281.40
<b>Sept</b>		0.0	
<b>Oct</b>		0.0	
<b>Nov</b>		0.0	
<b>Dec</b>		0.0	
<b>Jan</b>		0.0	
<b>Feb</b>		0.0	
<b>Mar</b>		0.0	
<b>Total</b>	1175	3.2	£2,926.30

**Additional income**

Security services deposit - £50

**Updates on repairs**

Cost saving light sensors to be put in Radley suite kitchen and toilet areas.

**Additional items**

**Events:**

The events running in September are as follows:

2<sup>nd</sup> September – RCCG family fun day

8<sup>th</sup> September – Well being bus

10<sup>th</sup> September – Autism Initiatives funday

14<sup>th</sup> September – Cliff and the Shadows

18<sup>th</sup>/ 19<sup>th</sup> September – Peel Hall Consultation

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

<b>Payments Leisure Centre</b>		
04-Sep-23	£746.03	Wigan Beer Co
04-Sep-23	£129.60	Clear Brew
04-Sep-23	£294.15	Water Plus Limited
25-Aug-23	£136.03	ST Helens MBC
25-Aug-23	£50.00	Wgton security
25-Aug-23	£119.72	ST Helens MBC
25-Aug-23	£1,029.49	Wigan Beer Co
25-Aug-23	£18.50	Easyflow
25-Aug-23	£370.80	T&JT Barton
21-Aug-23	£72.00	Maxigiene
<b>Payments Parish</b>		
21-Aug-23	£195.00	Gardenia Gardens
21-Aug-23	£270.00	Styles
<b>Direct debits Leisure Centre</b>		
30-Aug-23	£863.00	WBC NNDR
21-Aug-23	£324.24	BAGNALL & MORRIS
18-Aug-23	£104.55	BRITISH GAS
16-Aug-23	£27.04	BT GROUP PLC
<b>Direct debits Parish</b>		
16-Aug-23	£116.82	LLOYDS BANK PLC
15-Aug-23	£21.60	TAKEPAYMENTS LTD

Part 2 – Documents will be issued under separate cover.

- 1) Debtors list