

5. Community & Leisure Centre – Update Report

To note the information circulated outside of the meeting in the October 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 12 September 2023

Present: Councillors J Herron (Chair) and F McGinn

WPMC 9 Apologies

Apologies for absence were submitted on behalf of Councillor A Warnock-Smith and Ms C Jones, Operations and Finance Officer.

WPMC10 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 11 Minutes

Decision – That the Minutes of the meeting held on 11 July 2023 be agreed as a correct record.

WPMC 12 Action List

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

WPMC 13 Community and Leisure Centre Update Report

(1) Finance Report

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 July 2023. The Committee were now provided with a report which showed the financial position at the Leisure Centre for August 2023.

The August 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.

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.

Agenda Item 3

	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	14.22	6.74	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 August 2023, using the profile outlined above. August bar sales had been particularly poor being £6.3k below target.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at August 2023, using the profile outlined above. This put the Centre at £2k ahead of the income at this point last year.

The Chair considered that the wet weather in July and much of August might have impacted on use of the bar. Julian Joinson, Clerk, also suggested that, with the waning of fears about COVID, residents might have been more inclined to book holidays away from home. Historically, there had sometimes been an unexpected drop in income for a particular month that did not necessarily indicate a pattern.

The Chair reiterated that poor weather in the summer had been a significant factor and that, for example, this had led to less frequent use of the patio area by those wishing to sit outdoors.

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:-

	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	5.89	3.01	4.45	2.87	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 August 2023, using the profile outlined above.

Agenda Item 3

The table showed that room hires for August were £593.17 below target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at August 2023, using the profile outlined above. This showed the centre at £7.4k behind the year to date target. However, current estimates for September suggested that the room hire would be £1.1k ahead of target.

The Chair noted that room hires for September were recovering, with a series of adults' parties now booked. He added that a key member of the Management Team had recently taken a period of sickness absence, but that when he was available he was very proactive about marketing room lettings. A further member of staff remained on maternity leave.

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:-

	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	492.5	85.00	315.0	320.0	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 August 2023, using the profile outlined above. The field hire was £100.82 ahead of target for this month.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at August 2023, using the profile outlined above. This showed the year to date figure above target by £500.15.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of August showed an average of 3.6 cups per day sold and income of £281.40.

Councillor McGinn commented that, overall, the coffee income was very encouraging, with almost £3k received for the year to date. The Clerk

reported that the coffee machine was now owned by the Centre, which enabled income to be maximised.

Additional Income

- Security services deposit - £50

Updates on Repairs

Cost-saving light sensors had been installed in the Radley Suite kitchen and toilet areas.

Additional Items

(a) Schedule of Events 2023/24

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

- 2nd September – RCCG family fun day
- 8 September – Well-being Bus
- 10 September – Autism initiatives funday
- 14 September – Cliff and the Shadows
- 18/19 September – Peel Hall Consultation

Councillor McGinn asked if the well-being bus remained well used. The Chair reported that footfall had not been as high as on the previous two visits, but was still good enough to make the deployment viable. The lower number of visits might, in part, be due to the fact that the event had not been advertised in the most recent newsletter due to deadline issues. The bus was scheduled to return in October and might be available to administer the flu/COVID vaccines.

The Chair highlighted the consultation event regarding the Peel Hall development on 18 and 19 September 2023. He also reported that Halloween parties were expected to take place and were generally successful. A regular quiz night was also being considered. In general, footfall at the Centre was often better in the autumn and winter months.

(b) Newsletter

The Chair reported that 4 advertisements had already been received for the next edition of the Parish newsletter. Councillor McGinn reported that he had been unavailable to deliver the most recent newsletter due to other commitments. The Chair confirmed that most leaflets had been delivered without difficulty, although there had been some loss of coverage in the Peel Hall ward.

It was suggested that a request for additional volunteers to share delivery of the newsletter could be included in the next edition. Members noted that in some cases family members were able to help.

(c) Tree Stump Carving

The Chair would text the artist soon about the Ash Tree stump on Myddleton Lane Playing Fields. He undertook to provide an update at the next Council meeting.

(c) Magic Lake (Houghton Green Pool)

It was noted that new benches had been provided in the Winwick Ward, but other wards had not been considered. Councillor McGinn suggested that Council be asked to consider the provision of a bench at Magic Lake, which was well used by walkers and dog-walkers. A suitably robust bench would be needed, so as to deter theft. However, it was not known who owned the site. The Chair undertook to make some enquiries about the land ownership.

Payments

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

Payments Leisure Centre		
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
Payments Parish		
21-Aug-23	£195.00	Gardenia Gardens
21-Aug-23	£270.00	Styles
Direct debits Leisure Centre		
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
Direct debits Parish		
16-Aug-23	£116.82	LLOYDS BANK PLC
15-Aug-23	£21.60	TAKEPAYMENTS LTD

Decision –

- (1) To note the update report on the Leisure Centre performance, repairs, additional income, additional items and the list of payments.
- (2) To note that performance information had been circulated to Members outside of the meeting outlining the financial position at the Leisure Centre for July 2023.

WPMC 14 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 15 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. The debtors were regular users and the Operations and Finance Officer would chase these up, as appropriate.

Decision – To note the report on debtors.

WPMC 16 Employee Matters

There were no employee matters to consider on this occasion.

Winwick Parish Council

Leisure Centre Performance Report

To management meeting 14th November 2023

1. Income information

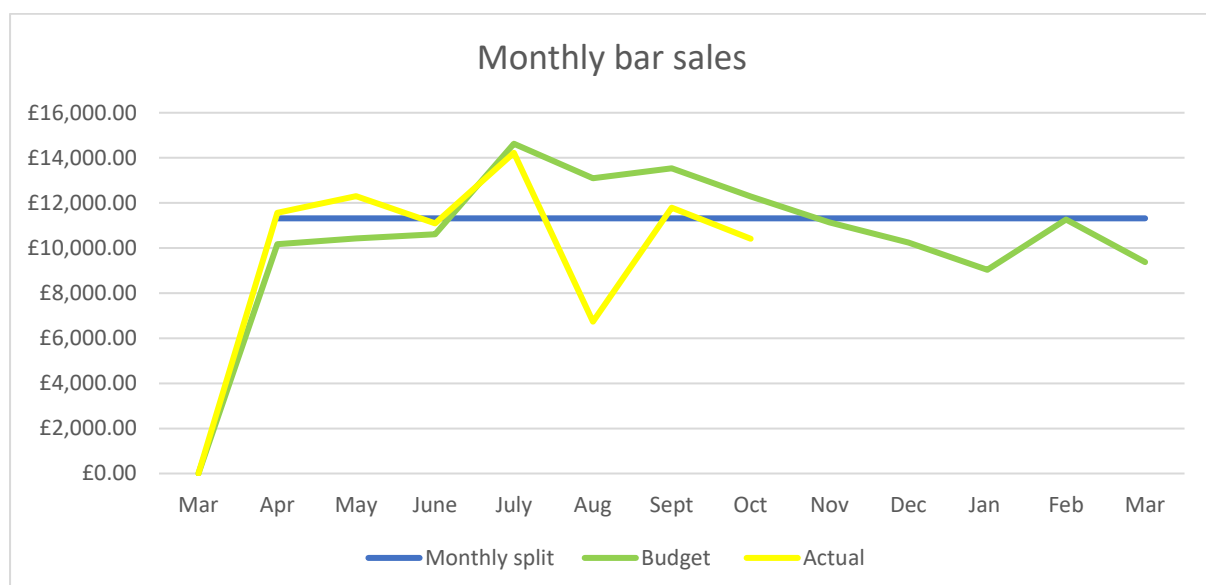
Key performance indicators.

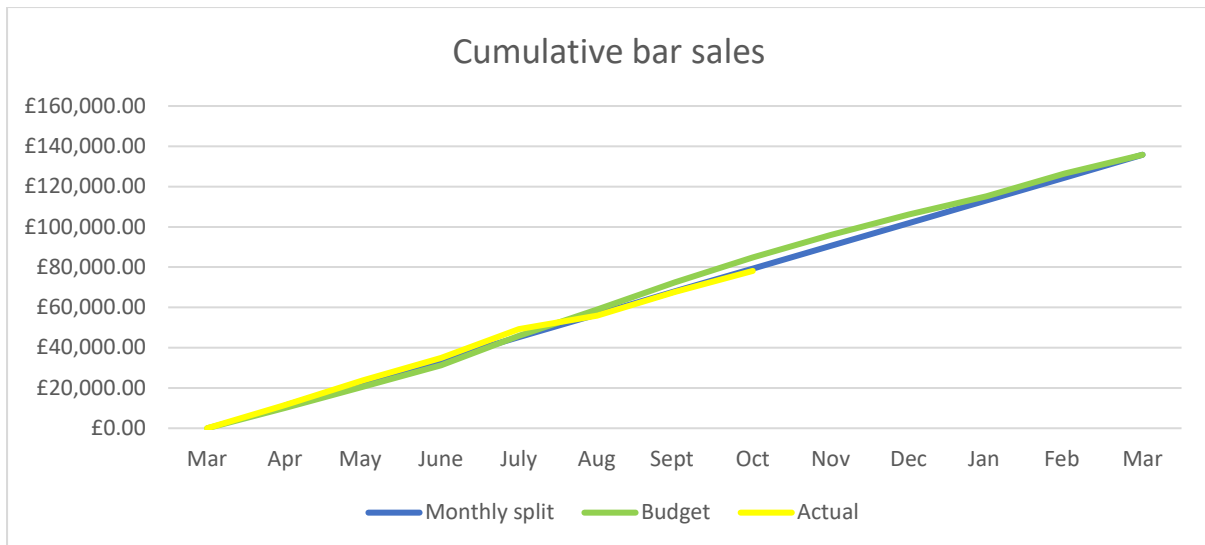
The annual budget for bar sales 2023/24 (£135,800) has been broken down over the 12-month period and will be assessed as per the table below:

	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	£11,785.92
	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	£10,419.25	£0.00	£0.00	£0.00	£0.00	£0.00

October bar sales came in at £1.8k below target for the month. This puts us at £6.6k below target on the year to date (£1.1k behind straight monthly split). We are £0.6k ahead of where we were last year on bar sales.

Plots showing bar sales income below:



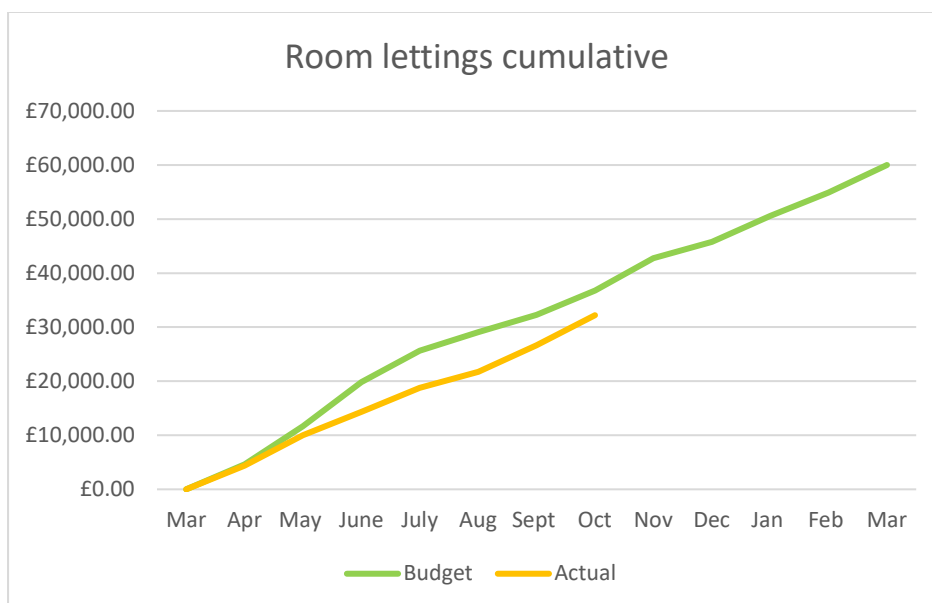
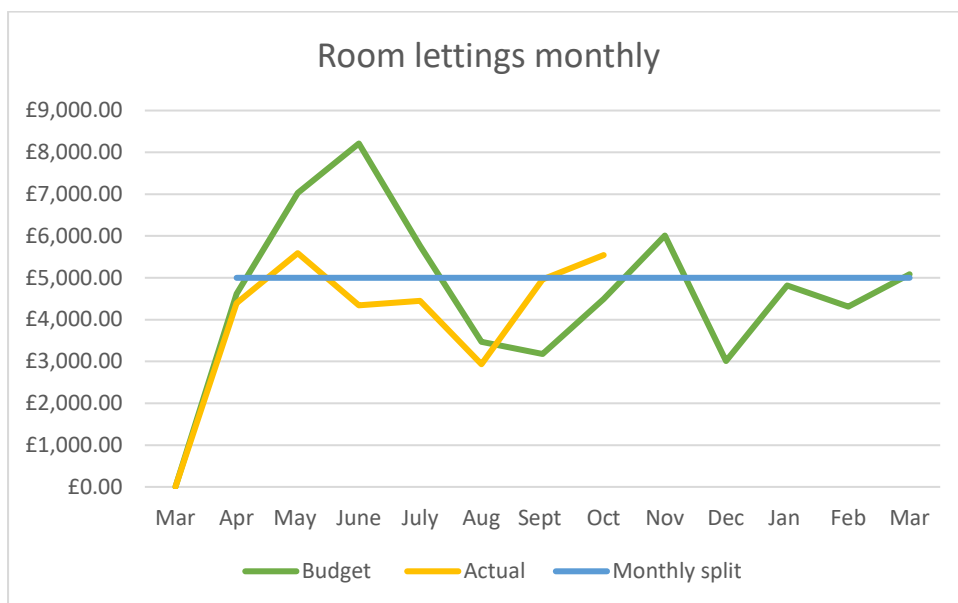


The room lettings for 2023/24 have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	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	£4,448.00	£2,932.54	£4,965.00
	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	£5,540.00	£0.00	£0.00	£0.00	£0.00	£0.00

October room hires came in at £1k above target. This improves the position but we are still £4.5k behind target on the year to date.

Plots are provided below:

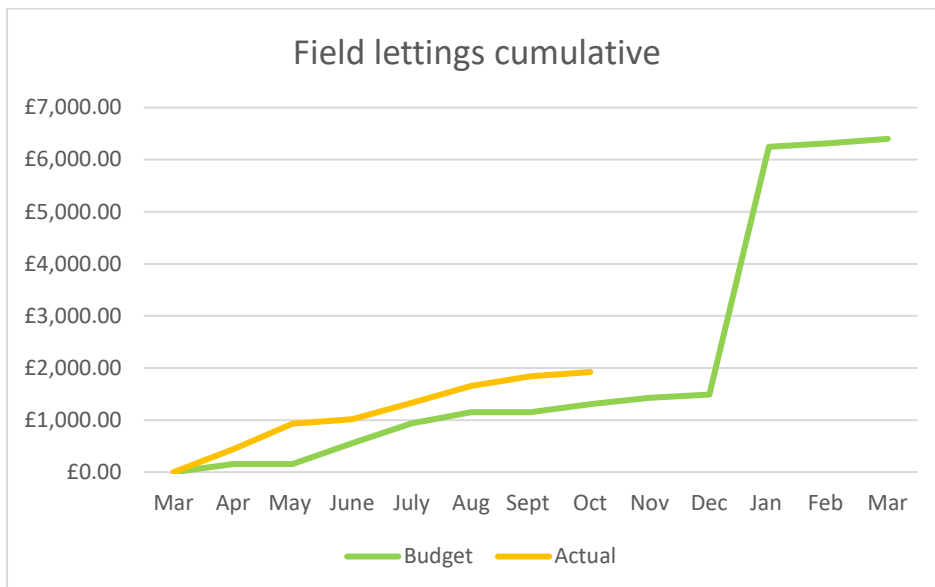
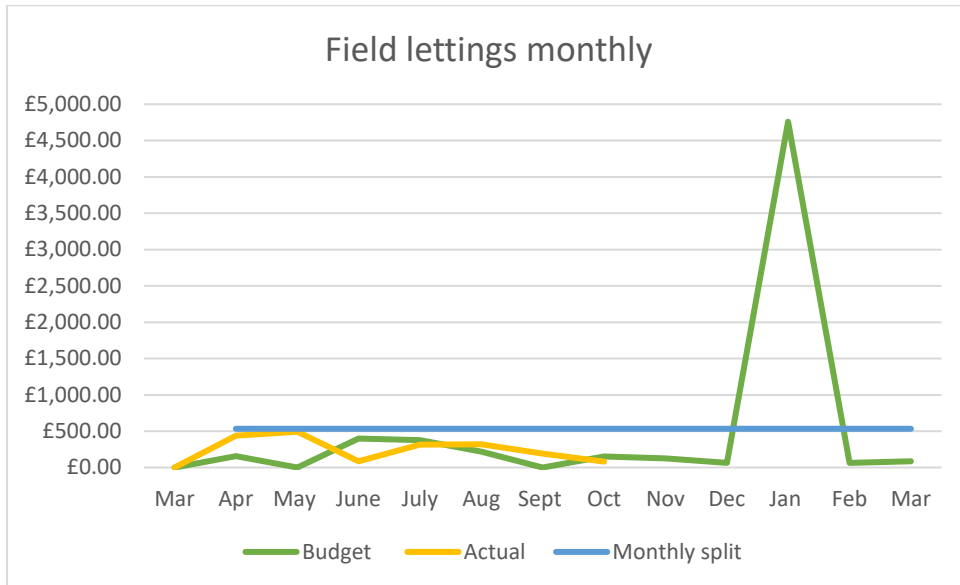


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	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	£315.00	£320.00	£190.00
	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	£80.00	£0.00	£0.00	£0.00	£0.00	£0.00

October field hire was £70 behind target for the month. This puts us at £619.85 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 11.1 cups per day sold in October. This is a decrease of 2.1 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	293	9.5	£730.50
Aug	113	3.6	£281.40
Sept	281	9.4	£666.40
Oct	345	11.1	£869.60
Nov		0.0	
Dec		0.0	
Jan		0.0	
Feb		0.0	
Mar		0.0	
Total	1801	4.9	£4,462.30

Additional income

Buffet sales - £216.5

Ticket sales - £84.00

Updates on repairs

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

Additional items

Events:

There are currently no events planned for November. Weekends are booked up with parties.

Agenda Item 5

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

Payments Leisure Centre		
06Nov2023	£129.60	Clear Brew
06Nov2023	£992.93	T&JT Barton
06Nov2023	£1,021.68	Wigan Beer Co
31Oct2023	£18.50	Easyflow
30Oct2023	£214.80	DJ Fire & Safety
30Oct2023	£295.67	Water Plus Limited
30Oct2023	£771.95	T&JT Barton
23Oct2023	£37.00	Easyflow
Payments Parish		
06Nov2023	£1,019.96	Warrington BC
06Nov2023	£2,197.04	PPLPRS
02Nov2023	£90.00	RBL
31Oct2023	£705.00	DL Hannan
30Oct2023	£1,019.96	Warrington BC
30Oct2023	£120.01	ST Helens MBC
30Oct2023	£98.30	ST Helens MBC
23Oct2023	£195.00	Gardenia Gardens
23Oct2023	£222.00	Styles
Direct debits Leisure Centre		
30Oct2023	£863.00	WBC NNDR
20Oct2023	£216.87	BRITISH GAS
20Oct2023	£323.62	BAGNALL & MORRIS
Direct debits Parish		
06Nov2023	£36.00	XERO UK LTD

Part 2 – Documents will be issued under separate cover.

- 1) Debtors list