

# WINWICK

*Best Kept Village  
in Cheshire – 2000*

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



# PARISH COUNCIL

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3 January 2024

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 9 January 2024, at 7.30pm** at Winwick Leisure Centre.

Yours sincerely

Julian Joinson  
Clerk to the Parish Council

## AGENDA

- 1. Apologies for absence**
- 2. Code of Conduct - Declarations of Interest**

Members are reminded of their responsibility to declare any disclosable pecuniary or non pecuniary interest which they have in any item of business on the agenda no later than when the item is reached.

The Clerk is available prior to the meeting to provide advice and/or to receive details of the interest and the item to which it relates.

Declarations are a personal matter for each Member to decide. Whilst the Clerk will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on the particular circumstances.

- 3. Minutes**

To receive the minutes of the meeting of the Committee held on the 14 November 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 December update report and to consider the latest updates from the Operations and Finance Officer and/or Centre Manager (*to follow*).

*(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 any confidential updates from the Operations and Finance Officer and/or Centre Manager, which may include, but are not limited to, the following matters:

- a) Debtors

## **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 when individual HR matters are discussed**

## Winwick Parish - Management Committee 14 November 2023

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

### **WPMC 17 Apologies**

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

### **WPMC 18 Code of Conduct - Declarations of Interest**

There were no declarations of interest received.

### **WPMC 19 Minutes**

Decision – That the Minutes of the meeting held on 12 September 2023 be agreed as a correct record.

### **WPMC 20 Action List**

There were no outstanding actions arising from formal decisions recorded in the minutes of previous meetings. However, the following on-going matters were raised.

#### Speed Monitor

The Chair reported that the speed indicator device (SID) had been moved to a new location yesterday. Clare Hinkins, Operations and Finance Officer, reported that the statistics from Myddleton Lane had showed some 71% of vehicles were speeding. Anecdotal evidence suggested that many drivers mistakenly believed that the speed limit was 30mph, when in fact it was 20mph. Most vehicles were travelling at speeds around 30mph, although a few were significantly faster and a small number were in the 70mph+ range, usually late at night.

Councillor Iddon commented that vehicles emerging from Falcondale Road would be unable to see the speed limit signs. Mr Wharton added that it was difficult to maintain a constant 20mph speed in a modern car. It was noted that the 20mph zone had been requested by the public to assist pedestrians to cross Myddleton Lane close to the school. Councillor Warnock-Smith noted that cars would often tailgate drivers who were travelling at the correct speed. The Chair indicated that the 20mph signage was not sufficiently obvious. Mrs Hinkins added that the 20mph zone heading West started on a downhill stretch after the road bridge over the A579 Winwick Road, which was counter-intuitive. An earlier warning of this zone might be useful. Councillor Iddon added that the Highways authority would argue that the road was marked correctly in accordance with the regulations. It was noted that the 20mph zone had been in place for a number of years and should be well established.

Mr Wharton commented that, if the proposed Government restrictions on parking on the pavement were implemented, this might help to slow traffic on Myddleton Lane. Councillor Iddon asked whether additional signage should be requested. Mrs Hinkins agreed to provide comprehensive statistics from the SID for the Council meeting on 28 November 2023.

Mrs Hinkins also reported that a better location had been identified on Waterworks Lane to avoid the monitor becoming a trip hazard. The camera would remain in its current location until just before Christmas.

Ash Tree Stump Carving

Councillor Warnock-Smith enquired if there had been any progress on the proposed tree stump carving. The Chair responded that this would be pursued again in April when finances permitted.

Decision – To note that update on on-going matters

**WPMC 21 Community and Leisure Centre Update Report**

(1) Finance Report

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

The October 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.

	<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	12.30	11.10	14.22	6.74	11.79	10.42	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 October 2023, using the profile outlined above. October bar sales had come in at 1.8k below target.

*Bar Takings Cumulative*

A graph was also provided showing the cumulative budgeted and actual bar takings as at October 2023, using the profile outlined above. This put the Centre at £6.6k below the target for the year to date, but around £1.1k behind a straight monthly split.

November figures so far were more encouraging. However, these would depend on the success of the following parties:

- Halloween party – the DJ had failed to turn up for the first party. Mrs Hinkins had been required to use her telephone and link to Spotify. DJ Magic JJ had covered the second event at short notice. The first event had delivered a good turn out and the second party had been a sell-out.
- Magic JJ had been booked for the Christmas parties and both were approximately one quarter sold.
- A New Years event was being organised by a regular customer who had arranged a similar charity event last year. The room would be let to him for free.

Councillor Iddon remarked that this had been a difficult year financially for the Centre so far. For each month, the income had been slightly short of the target. It might be necessary to rethink the business model. Councillor Warnock-Smith asked whether the targets for the year were too challenging and what the solution might be. Mrs Hinkins considered that this might be the case. The current figures had been based on the first year of reopening after COVID-19. The previous year had been based on the average of a few years' figures. One solution might be to push for more adult parties in the Centre. However, the cost of living crisis was hitting domestic budgets hard. Councillor Warnock-Smith noted that families, in particular, had little spare cash.

Councillor Iddon suggested that there should be a greater focus on advertising. The Chair considered that more could be done to promote the Centre on Facebook. Councillor Iddon indicated that the Warrington Guardian would publish information about community events, but the Centre needed to be proactive in contacting them. Councillor Warnock-Smith advised that it might be necessary to issue press releases about up-and-coming events. It might be possible to promote Mr Towers charity quiz night in the Warrington Guardian. The annual beer festival would be another event that should attract press interest. Mrs Hinkins agreed to look into the matter of increased publicity.

### Agenda Item 3

The Chair reminded Members that the weather in 2023 had not helped the situation. Mrs Hinkins added that the weather in July and August had been particularly poor.

#### *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	4.97	5.54	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 October 2023, using the profile outlined above.

The table showed that room hires for October were £1k above target.

#### *Room Lettings Cumulative*

A further graph was provided showing the cumulative budgeted and actual lettings income as at October 2023, using the profile outlined above. The position was improving, but this still showed the centre at £4.5k behind the year to date target.

Paul Wharton Leisure Centre Manger commented that room hire had picked up generally. A new client had started to make bookings. Mrs Hinkins added that income for November might be slightly short, but December should return a profit.

#### *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:-

### Agenda Item 3

	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	190.0	80.0	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 October 2023, using the profile outlined above. The field hire was £70.00 behind the target for this month.

#### *Field Income Cumulative*

A further graph was provided showing the cumulative budgeted and actual field lettings income as at October 2023, using the profile outlined above. This showed the year to date figure above target by £619.85.

Mrs Hinkins reported that a new adult football team wanted to pilot matches on Sundays. She added that the fees for Winwick Athletic would be billed in January 2024.

#### *Coffee Sales*

The coffee morning sales figures were provided. The figures for the month of October showed an average of 11.1 cups per day sold and income of £869.60. This was 2.1 cups per day less than the figure for last year. Competition from a self-service coffee machine at Thoroughgoods shop was potentially affecting sales. Mr Wharton commented that the Centre offered cheaper prices.

#### Additional Income

- Buffet Sales - £216.50
- Ticket Sale - £84.00

#### Updates on Repairs

Cost-saving light sensors would be installed in the Radley Suite kitchen and toilet areas.

#### Additional Items

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

There were currently no events scheduled for November. However, weekends were fully booked with parties.

(b) Christmas Tree Lights Swich-On Event

The Chair reported that decorations would be in situ in the Centre for the after-party following the village Christmas Tree Lights Switch On. Mrs Hinkins added that a staff member would erect the Christmas tree in the hall before the event and that Councillor Secker had offered to help with decorating the Centre. The decorations would be taken down on Sunday evening, as business hirers did not find them appropriate when using a room.

Mr Wharton indicated that decorations in the Millennium Lounge could be put up sooner, but the Main Hall was more restricted due to its wider usage.

Payments

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

<b>Payments Leisure Centre</b>		
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
<b>Payments Parish</b>		
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
<b>Direct debits Leisure Centre</b>		
30Oct2023	£863.00	WBC NNDR
20Oct2023	£216.87	BRITISH GAS
20Oct2023	£323.62	BAGNALL & MORRIS
<b>Direct debits Parish</b>		
06Nov2023	£36.00	XERO UK 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 September 2023.

**WPMC 22 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 23 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. Some invoices were the subject of queries from the hirer which were being worked through by Mrs Hinkins.

Decision – To note the report on debtors.

Safety Issue

Additional risk control measures would be put in place for the Christmas children's party to ensure that children did not accidentally come into contact with dogs connected to another hirer.

**WPMC 24 Employee Matters**

There were no employee matters to consider on this occasion.

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Winwick Parish Council

Leisure Centre Performance Report

To management meeting 9<sup>th</sup> January 2024

1. Income information

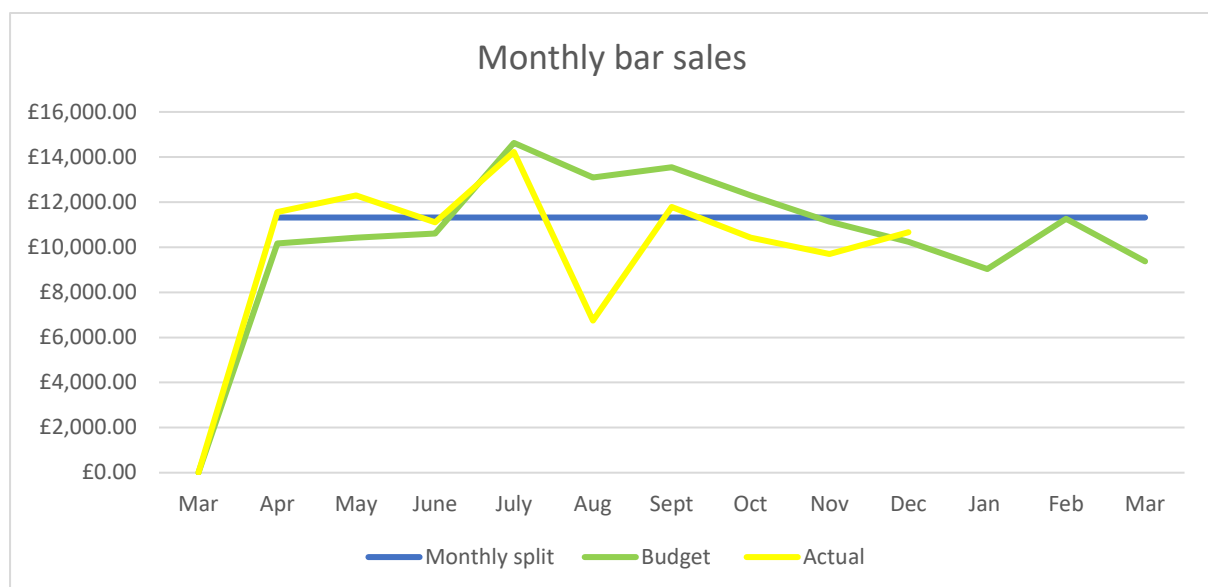
Key performance indicators.

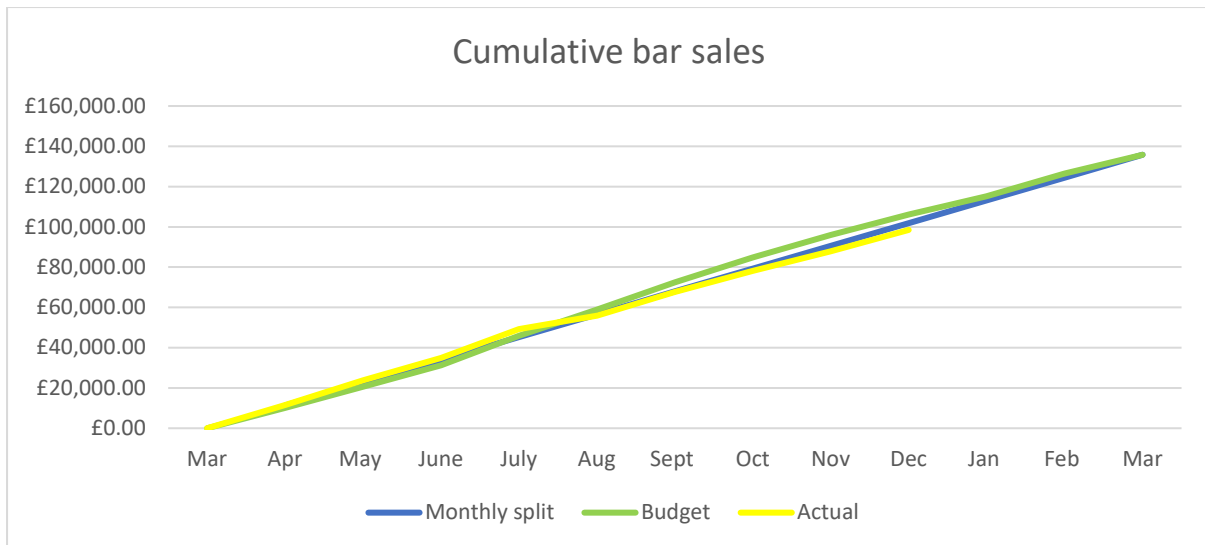
The annual budget for bar sales 2023/24 (£135,800) has been broken down over the 12-month period and will be assessed as per the table below:

	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	£9,691.83	£10,661.45	£0.00	£0.00	£0.00

December bar sales came in at £0.4k above target for the month. This puts us at £7.6k below target on the year to date (£3.3k behind straight monthly split). We have however made £1.2k more than this time last year and the year to date is £1.3k ahead of the year to date total at this point last year.

Plots showing bar sales income below:



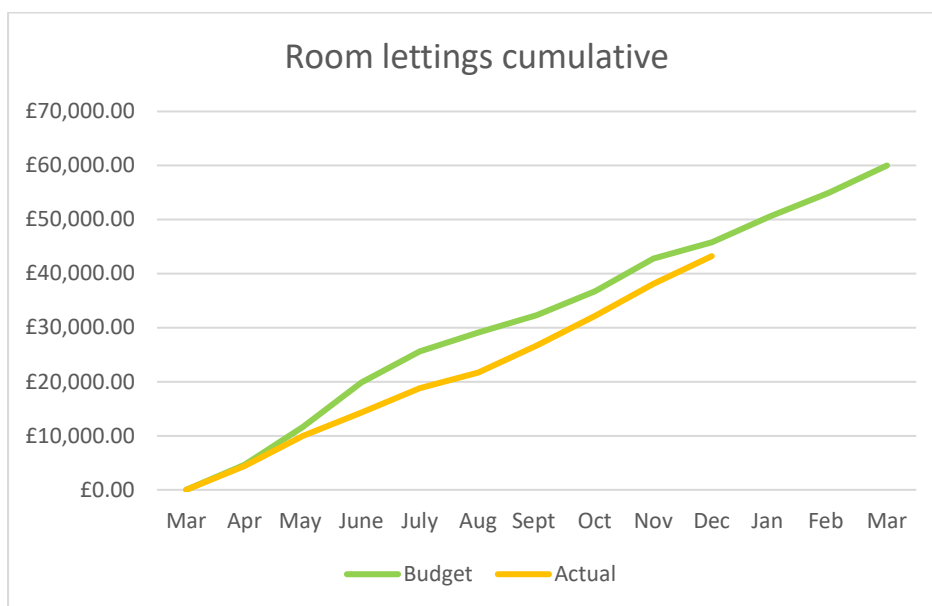
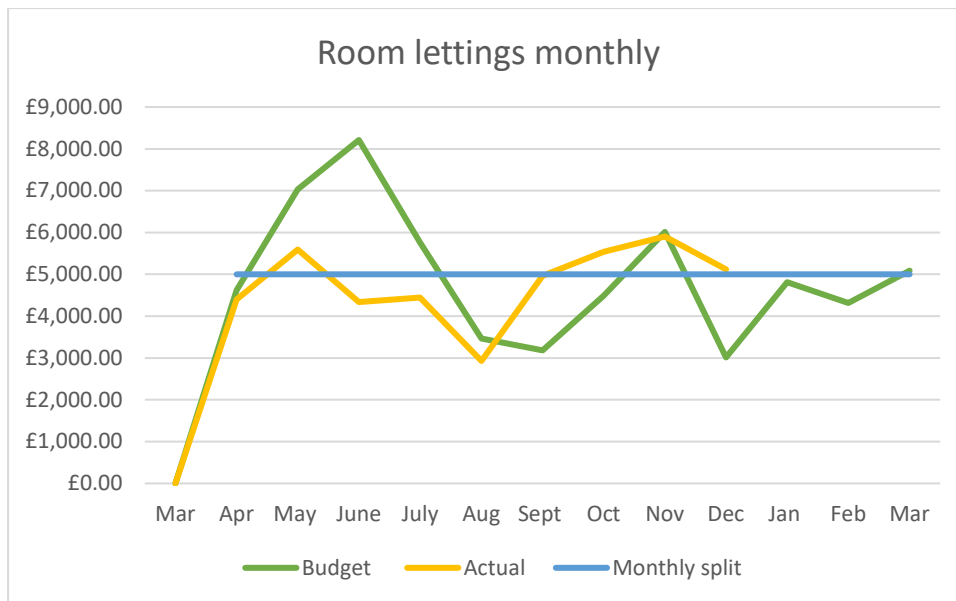


The room lettings for 2023/24 have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	<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	£2,932.54	£4,965.00
	<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	£5,540.00	£5,905.00	£5,118.75	£0.00	£0.00	£0.00

December room hires came in at £2.1k above target. This puts us £2.5k behind target on the year to date (£1.7k below the straight monthly split). This is £2.4k higher than this time last year and is £2.7k higher for the year to date than the same time last year.

Plots are provided below:

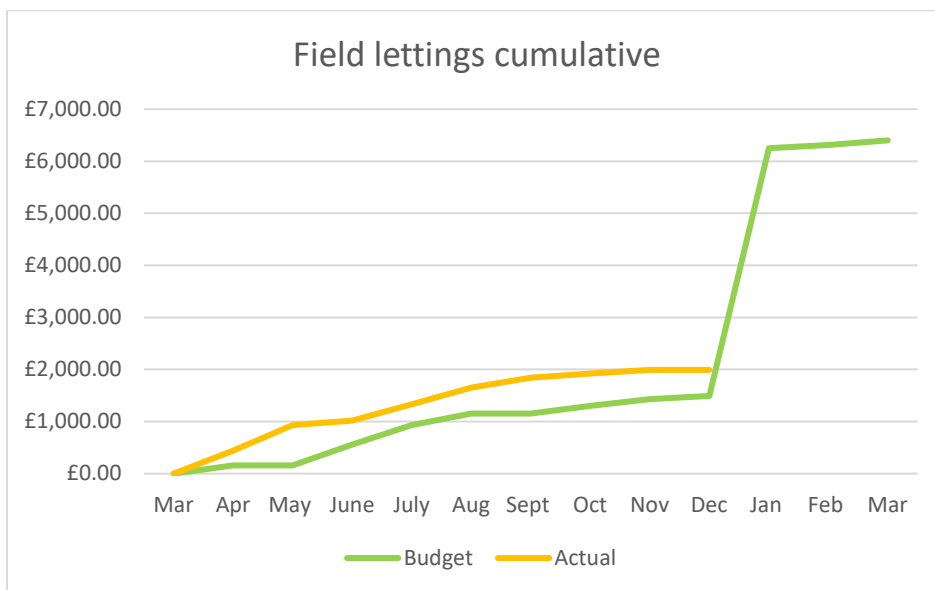
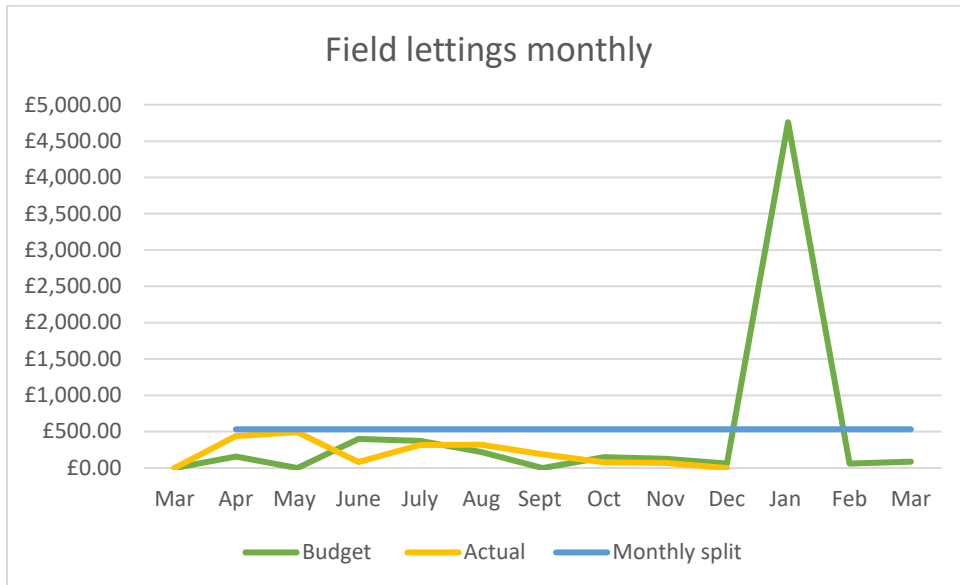


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
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
	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
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	£70.00	£0.00	£0.00	£0.00	£0.00

December field hire was £62.62 behind target for the month. This puts us at £501.99 ahead of target on the year to date.

Plots are provided below:



The coffee morning sales figures are below. These show an average of 6.9 cups per day sold in December. This is a decrease of 2.4 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>	281	9.4	£666.40
<b>Oct</b>	345	11.1	£869.60
<b>Nov</b>	307	10.2	£766.20
<b>Dec</b>	213	6.9	£534.20
<b>Jan</b>		0.0	
<b>Feb</b>		0.0	
<b>Mar</b>		0.0	
<b>Total</b>	2321	6.4	£5,762.70

**Additional income**

Ticket sales - £64.00

**Updates on repairs**

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

**Additional items**

BT bills are currently being queried as we appear to be being overcharged.

## Agenda Item 5

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

<b>Payments Leisure Centre</b>		
03Jan2024	£44.40	Easyflow
03Jan2024	£54.98	RIJO
29Dec2023	£2,353.11	T&JT Barton
27Dec2023	£250.00	Jason Taylor
19Dec2023	£111.00	Easyflow
<b>Payments Parish</b>		
22Dec2023	£195.00	Gardenia Gardens
22Dec2023	£147.18	ST Helens MBC
22Dec2023	£222.00	Styles
22Dec2023	£165.00	DL Hannan
<b>Direct debit Leisure Centre</b>		
04Jan2024	£253.87	BT GROUP PLC
02Jan2024	£863.00	WBC NNDR
27Dec2023	£716.63	BT GROUP PLC
20Dec2023	£1,437.55	BRITISH GAS
20Dec2023	£399.84	BAGNALL & MORRIS
<b>Direct debit Parish</b>		
04Jan2024	£36.00	XERO UK LTD
31Dec2023	£83.85	Service Charge
29Dec2023	£67.90	Handling Charge

Part 2 – Documents will be issued under separate cover.

- 1) Debtors list