

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

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21 February 2024

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 February 2024 at 7.30 pm.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

Part 1

- 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 meeting of the Council held on 23 January 2024.

- 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. Review of Risk, Internal Controls, Financial Regulations 2023/24 and Appointment of Internal Auditor**
- 11. Finance Officer's Report**
- 12. Possible Projects for s.106 Funding**
- 13. Ward Reports / Updates**
 - Houghton Green Ward
(Councillors Friend, McGinn, Sheridan and Warnock-Smith)
 - Peel Hall Ward
(Councillors Abbey, Griffiths and Secker)
 - Winwick Ward
(Councillors Herron, Iddon and Mitchell)
- 14. Date and Time of Next Meeting**
 - Tuesday, 26 March 2024, 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**
 - (a) Debtors
 - (b) Break in detail report
 - (c) Incident report

Winwick Parish Council
Minutes of the Meeting held on 23 January 2024

Present: Councillors A Warnock-Smith (Deputy Chair in the Chair), A Abbey, G Friend, J Herron, A Iddon, F McGinn, L Secker and L Sheridan.

Also in attendance: PCSO Tony Spruce and PC James (Jim) Cotterill, Cheshire Constabulary.

WPC.95 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor C Mitchell (Chair).

WPC.96 Code of Conduct - Declarations of Interest

There were no declarations of interest submitted on this occasion.

WPC.97 Minutes

Decision – That the Minutes of the Council Meeting held on 28 November 2023 be agreed and be signed by the Chair as a correct record.

With the agreement of the meeting the following item was taken next on the Agenda.

WPC.98 Police / Community Issues

Written updates had been provided by PCSO Tony Spruce, in respect of the Winwick Ward and from PCSO Dean Pritchard, in respect of the Peel Hall/Houghton Green Wards, as follows:

Winwick Ward

This month the Neighbourhood Team had been joined by PC Cotterill working as Beat Manager.

Good news was the arrest of an offender for theft from motor vehicles in the Winwick area. After an appeal for CCTV footage, the Police had identified the male and PC Cotterill had arrested him. The offender now had conditions not to be in this area. Since the arrest no further problems of this nature had been reported, so far.

Throughout Warrington residents were currently being targeted by fraudsters using courier fraud. This was when the caller was pretending to be from Warrington police station and would tell the victim that they had experienced suspicious activity on their bank account and to withdraw money out and that they would send a courier to collect it. Sadly, many people had fallen victim to this scam.

Social media posts had been made and visits to victims had been carried out. The Police would greatly appreciate any help to spread the message throughout Winwick that Police or banks would NEVER ask individuals to withdraw money or change it into foreign currency and would most definitely not send a courier to collect anything.

PCSO Spruce confirmed that he always tried to keep everyone up to date as much as possible via social media. However, he was aware that several members of the community were not happy with the way that he carried out his role. Complaints were often lodged about weight restrictions, speeding and the on-going car boot sale issues. The following actions had been carried out:

- Weight restrictions unfortunately were not something that the PCSO could do a lot about, as he was unable to stop vehicles. Information on this had on several occasions been passed to the Roads Crime Team and Warrington Borough Council (regarding signage and enforcement). PCSO Spruce had re-sent the information and would try and get an update from both organisations.
- Regarding speed enforcement particularly Myddleton Lane, the community Speedwatch had been suspended at the moment due to training and insurance issues. It was not yet clear when this would be resolved. PCSO Spruce had requested that Myddleton Lane be made enforceable, however at this moment the Police could not action this. A reply had been received from Warrington Borough Council regarding this problem and it was being looked into. The Tag-master equipment was due to be deployed which would collect data and that information would be fed back to the Council. In the meantime, PCSO Spruce would continue to carry out non-enforceable checks in the area and to feed results back also.
- In connection with the car boot sale, Warrington Borough Council planned to introduce Red Routes (no parking at any time) in and around Delph Lane and other measures in the area. David Wainwright from WBC had replied and this matter was on-going. The Council was in the process of making sure that the relevant legal requirements had been met. The parking wardens covered most issues for parking around the car boot sale, except obstructions, which the Police dealt with. Since B&Q had opened their gates and installed cameras it had definitely improved the issues around the area.
- Concerning Rectory Close, PCSO Spruce had attended this area.

Residents Voice surveys were available for people to provide feedback on matters of concern.

PCSO Spruce spoke at the meeting to reiterate some of the comments above and to provide updates. In connection with the weight restricted route on Golborne Road he reported that the Police Traffic Team were now attending this area. In connection with the Red Route on Delph Lane, the old signage would need to be removed first. It was likely that this would take around 2 – 3 weeks.

PCSO Spruce also indicated that he was due to be rotated to a new area at the end of this week after 1½ years in this neighbourhood. It was not known yet if a replacement PCSO would be deployed to the area.

PC Jim Cotterill introduced himself to councillors and the public. He had been an

officer for 6 years, having spent 5 years on the Response Team and the last year on neighbourhood working. He was looking forward to his new role with the Burtonwood and Winwick Safer Neighbourhood Team and to understanding the local issues. He would provide e-mail contact details shortly, but emergencies or crimes should be reported immediately by 999 or 101, as appropriate.

In response to a question from Councillor Secker, PC Cotterill undertook to keep the social media information updated.

A member of the public reported that the first car boot sale of 2024 was due to take place on Sunday 11 February. A large crowd and heavy traffic was anticipated. He asked if the Police presence could be deployed earlier, as 9am was too late to tackle many of the issues. This had been mentioned to the Police and Crime Commissioner at the last meeting. PCSO Spruce responded that Warrington Borough Council enforcement officers had been attending earlier in the day. He had also asked for an earlier Police deployment. However, Warrington Town Centre was still busy with revellers as early as 5am-6am on Sundays and this risk would be prioritised.

A second member of the public reported that often up to 11 cars were parked on Rectory Lane, which was 'Access Only'. Often the driveway of a blind resident was blocked entirely. PCSO Spruce confirmed that he routinely visited this street during the car boot events, but had not observed any unlawfully parked vehicles. On other occasions, it was not possible to ascertain whether vehicles parked there were contravening the access only restrictions. Any blockage to driveways should be reported immediately, as this would constitute an obstruction, which was enforceable. The Police were not generally able to deal with vehicles parked on the non-residential side of the road. PC Cotterill added that in the past when he had ticketed parked vehicles this had not been enforced by the Central Ticketing Office, based on the details of the allegation.

Peel Hall/Houghton Green Wards

PCSO Pritchard had submitted information in advance of the meeting highlighting the courier fraud issue (as described above) and this had been reported prominently on the main Agenda.

Decision –

- (1) To note the reports on Police and community issues submitted.
- (2) To thank PCSO Spruce for his work and to wish him all the best for his new deployment and to welcome PC Cotterill to the Burtonwood and Winwick Neighbourhood Team

WPC.99 Attendance at Meetings

It was noted that Councilor A Abbey was present at the meeting and that no decision was required in connection with any extension to the period of permitted absence from formal Council meetings.

WPC.100 Co-option of Member(s) for the Peel Hall Ward

Members were reminded that a vacancy had occurred in the Peel Hall ward following the resignation of Councillor Eibh Abbey, which could be filled by co-option for the remainder of the period until the normal retirement date of that councillor. There was no other vacancy as noted at Minute 99 above.

Julian Joinson, Clerk, reported that the procedure for co-option was not prescribed in guidance or legislation, and was a matter for Members to determine. This could, for example, be by directly appointing a known individual, or by a process of application and selection, which might include an interview. However, a co-optee must meet the usual qualifying criteria for election and not be disqualified for some other reason in accordance with the relevant legislation. Compliance would be evidenced by a process of self-certification.

Councillors commented that there were only three Council meetings remaining before the elections in May. It was, therefore, considered that co-option should be undertaken by the most expedient method.

A former candidate for election, Andy Griffiths, was present and indicated that he had completed and returned the application form, which had been published in the Agenda pack. Councillors considered that it would be appropriate to make an appointment at this meeting.

The Clerk indicated that if the appointment were made at the meeting, Mr Griffiths would be unable to act in the role of councillor until he had signed the formal declaration of acceptance of office form. This document would be made available prior to the next meeting.

Decision – To approve the co-option of Andy Griffiths to the vacancy in the Peel Hall ward until the normal retirement date of Winwick Parish councillors.

WPC.101 Updates on Issues from Previous Meetings

Members considered a schedule which outlined actions and referrals from previous meetings of the Council. Most actions were progressing well, although a small number of outstanding matters still remained. Completed actions, denoted by a solid green bullet or reported verbally today, would be removed from the schedule when published for the next meeting.

In respect of Action 1 - 3G Pitch, Councillor Herron reported that Councillor Mitchell had recently received an e-mail from the consultants. Progress on the scheme would be dependent on the Budget decisions appearing later on the Agenda.

In connection with Action 4 – School Car Park, Mrs Hinkins reported that, on the matter of the access road to the Centre, discussions with the school had reached an impasse, whereby if the school charged for use of the access road the Council would seek to charge the school for its use of the playing field.

Regarding Action 18 – Community Governance Review, the Chair enquired about the electoral arrangements for the Parish for 2024. Mr Joinson, Clerk, reported that he had written to Warrington Borough Council in December 2023 and again on 15 January 2024 to seek clarification of its decision about the allocation of seats between the remaining wards in Winwick from 2 May 2024. No such clarification had been received to date. A resident asked what would happen if no decision had been made prior to the final date for the publication of the notice of election on 26 March 2024. The Clerk indicated that he would chase up the matter with the Borough Council and stress the urgency of the matter. Councillor Friend noted that the Council's long-serving Electoral Services Manager had left the authority. He also indicated that in taking a view on the allocation of seats, the Borough Council was required to take into account the number of houses in each ward, including those new homes for which planning permission had already been granted. An estimate of the split of seats required was 3 (Winwick ward) and 7 (Peel Hall ward), based on the scale of the Peel Hall housing development.

Decision –

- (1) To note the position regarding updates from previous meetings.
- (2) To request the Clerk to chase up the proposed electoral arrangements for Winwick for 2024 with Warrington Borough Council and to stress the urgency of the matter.

WPC.102 Question Time for Electors

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

Mobile Speed Indicator Device (SID)

A member of the public asked if data from the mobile SID had been circulated.

Response: Mrs Hinkins confirmed that available data had been provided to councillors previously. An update would be circulated in due course.

Golborne Road Housing Development

A resident commented that the deadline for comments on the Golborne Road housing development had now expired. He reported that Councillor Herron and two members of the public had attending the meeting. At the meeting, a discussion had taken place about the use of s.106 monies and that this should be as close as possible to the development. He asked if the Parish Council had any plans to access this funding. In particular, money was available for pitch sports (£179k) and built sports (£142k).

Response: The Chair referred to the e-mail exchange between the Clerk and Niki Gallagher, Development Manager, Warrington Borough Council, at Agenda Item 11 - Appendix 1. Councillor Herron added that the matter had also been discussed at the recent Management Committee meeting. The Clerk indicated that the advice provided indicated that the most appropriate time to influence s.106 funding

approvals was during the period for representations on applications and, if possible, at an earlier stage by influencing service providers. Notwithstanding the reply, some suggested sites by Winwick Council have been retained on file with this planning approval. Councillor Herron noted that the funding would need to be committed within a period of 6 months. Councillors Secker and Friend queried how areas including Culcheth and Holcroft Moss were able to benefit from this funding. Members noted that the funding could not be ring-fenced to Winwick, but had to address needs generated by the development. A second resident indicated that planning officers had given the impression that Winwick Parish Council had been consulted about the needs to be addressed. The Chair noted that funding was also available for sustainable transport (£120k).

Councillor Friend added that the issue of s.106 funding could be particularly important in the light of the Peel Hall housing development. It was believed that the total funding could be in the region of several million pounds. It was important to be ready in advance with potential schemes.

A resident commented that the Golborne Road scheme did not include a pavement on Golborne Road. Councillor Friend noted that highways schemes were very expensive and could soon use up any available funding. It was acknowledged that the Leisure Centre might benefit from built sports funding.

Swan Pub Junction

A resident reported damage to the kerb, grass verge and a road sign at the left-hand side of the junction of Golborne Road with Newton Road. A second resident confirmed that she had reported the matter to the Borough Council. The damage was likely to have been caused by wagon drivers being impatient to turn left and cutting the corner, instead of waiting for vehicles ahead to clear. This behaviour also posed a risk to pedestrians.

Another resident asked if that junction would eventually be controlled by traffic lights, as result of the planning consent for the Parkside development.

Decision –

- (1) To request councillors to consider potential schemes for s.106 funding prior to the next meeting.
- (2) To request the Clerk to seek further clarification about the process for accessing future s.106 funding.

WPC.103 Written Motions Received

There were no written motions submitted on this occasion.

WPC.104 Correspondence

The following items were reported:

Agenda Item 3

1. E-mails from Warrington Voluntary Action (WVA) about the availability of grants to community groups and other news, training and local events – 29/11/23, 30/11/23, 11/12/23, 13/12/23(x2), 22/12/23, 08/01/24, 11/01/24 and 17/01/24
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 1, 8, 16 December 2023 and 5, 12 and 19 January 2024 – 01/12/23, 08/12/23, 14/12/23, 15/12/23, 18/12/23, 21/12/23, 05/01/24, 12/01/24 and 19/01/24
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 Thursdays, 30 November 2023 and 11 and 25 January 2024 and an emergency 5-day Traffic Notice for Winwick Lane, Croft effective from Tuesday 5 December 2023 – 28/11/23, 05/12/23, 09/01/24 and 23/01/24
4. 04/12/24E-mail invitation from Church Warrington to attend carols at the Halliwell Jones Stadium on Thursday, 14 December 202314 – 04/12/23
5. E-mails from residents JP and SM about a loose manhole cover on Myddleton Lane and associated noise and safety concerns. The matter had been reported to the Borough Council by the Clerk – 06/12/23 and 15/12/23
6. E-mail from resident PB about the Community Infrastructure Levy, seeking support from the Council for funding for the Battlefield Trust in connection with the historic battlefield in Winwick – 07/12/23
7. E-mail from Lymm resident VM seeking contact information for the Battle of Winwick Society and suggesting the possibility of having a Civil War fete on the anniversary of the battle each year with battle re-enactments. A copy of the response from PW from the Society had also been received – 09/12/23 and 13/12/23
8. E-mail from resident RW signposting the Council to the Church Commissioners for England about the previous ownership of the land forming Myddleton Lane Playing Fields and to the Cheshire Archive for some references to glebe sales, which may assist in obtaining a copy of the lost covenant relating to the Parish's land – 13/12/23
9. E-mail from resident RW about the public footpath from Old Schoolhouse Lane across the fields to Hermitage Green Lane, which had been ploughed over and planted with a crops in the first field (with the pylon in the middle). The matter had been referred to Warrington Borough Council by the Clerk when first raised several months ago. A response had been chased up and a reply now received from Stephen Bartley, Public Rights of Way Officer, who would investigate the alleged offences and seek a remedy from the land owners – 14/12/23 and 02/01/4

10. E-mail from UTMC, Environment & Transport Directorate, Warrington Borough Council, about a CCTV traffic survey due to take place on 12 – 13 /01/24 on Capesthorpe Road/Poplars Aveune and on Martin Avenue, in the Poulton North ward – 20/12/23
11. E-mail from Neil Drum – Warrington LPU, Chief Inspector, in response to the issues raised with him by John Dwyer, PCC for Cheshire, following his attendance at the November Parish Council meeting. E-mail from the PCC confirming that he had noted the contents of a letter handed to him at the meeting by a resident and would look to develop what he could in Cheshire – 29/11/24 and 30/11/23
12. E-mail from John Dwyer PCC for Chesire about a short survey to gather residents' views on issues in the community and the level at which the police precept should be set. The survey could be taken until midday on Tuesday 23 January at www.smartsurvey.co.uk/s/policebudget202425/ - 02/01/24
13. E-mail from ChALC to Cheshire Parish and Town Councils enclosing a notice from Bruno Peek CVO OBE OPR, Pageantmaster, encouraging participation in the D-Day 80th anniversary celebrations on 6 June 2024, including the use of beacons, a lamp light of peace and church bell ringing and the opportunity to receive a Certificate of Grateful Recognition - 05/01/24.
14. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Designs Ltd – notice boards and signs
 - Futurform – outdoor furniture
 - Kompan – outdoor fitness and play equipment
 - London Hearts - DHSC Community Defibrillator Scheme
 - Proludic – outdoor play and sports equipment
 - Suregreen Ltd – wire fencing
 - Sutcliffe Play – outdoor play equipment
 - Wefindanylearner – training courses
15. E-mail from JW, Church Warden, regarding an invitation to representatives of the Parish Council to the Collation (licensing) of Rev Martin Cox as Priest in Charge of St Oswald's at a service at Newchurch Culcheth on 28th February 2024 at 7pm – 19/01/24
16. E-mail from resident, SM, seeking assistance from the Parish Council regarding broken/misaligned traffic lights in Winwick, which were reported to Warrington Borough Council on 19 December 2023, but had not yet been repairs - 22/01/24

In connection with Item 7, Battle of Winwick pass, resident RW indicated that he was not aware of any contact from the correspondent with the Battle of Winwick Society, in which he was significantly involved.

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

WPC.105 Planning Matters

The following planning matters were reported:

General Correspondence

1. E-mail dated 06/12/23 from the Local Plan Team at Warrington Borough Council notifying the Council of the adoption by that Council of the Local Plan 2021/22 – 2038/39, at its meeting on 4 December 2023
2. E-mail dated 16/01/24 from Niki Gallagher outlining the implications for the use of s106 monies from Application No: 2023/00204/FULM - Land at Golborne Road, Winwick, Warrington. A copy of the e-mail was provided as Appendix 1 to the report.
3. E-mail dated 02/01/24 from Carla Waring, Planning Policy Department at St Helens Council, seeking an updated e- mail address for Winwick Parish Council in respect of a new consultation taking place.

Domestic Planning Applications

4. Application No: 2023/01436/VARC - Variation of Conditions (Householder Development)
Location: 10 Marryat Close, Winwick, Warrington, WA2 8XS
Proposal: Proposed variation of condition 2 (Approved plans) and removal of condition 4 (Dormer Windows) on previously approved application 2022/42617 (House extension)
5. Application No: 2023/01484/FULH - Full Planning - Householder (Householder Development)
Location: 46 Faringdon Road, Winwick, Warrington, WA2 8NE
Proposal: Demolition of detached single garage, construction of detached double garage.

Non-Domestic Planning Applications

6. Application No: 2023/01405/DISCON - Discharge of Condition
Location: Vacant Land at the End of Mill Lane Houghton Green, Warrington, WA2 0SU
Proposal: Discharge of Condition 3(Drainage & Levels Strategy),5(Landscape Plan), 19(Construction Highways & Environmental Management Plan, 23(Reserve Matters Design & Access Statement), 25(Construction Highways and Environmental Management Plan), 29(Topographical Survey) on previous approved application 2021/39462
7. Application No: 2023/01431/DISCON - Discharge of Condition
Location: Vacant Land at the End of Mill Lane Houghton Green, Warrington, WA2 0SU

Proposal: Discharge of Condition 3 (Brick front boundary wall) on previously approved application 2023/00276 (Residential development)

8. Application No: 2023/00204/FULM - Full Planning (Major)
Location: Land at Golborne Road, Winwick, Warrington,
Proposal: Proposed residential development of 154 no. dwellings with associated areas of open space, access, car parking, landscaping and ancillary works

A copy of the objection submitted was provided as Appendix 2 to the report.

Decision – To note the planning matters raised and the comments and responses provided.

WPC.106 Community Governance Review

Further to the discussion and decision at Minute 101(2), Members were informed that, at its meeting on 4 December 2023, Warrington Borough Council, had approved the recommendation of the Audit and Corporate Governance Committee regarding concurrent Community Governance Reviews in the parish areas of Poulton-with-Fearnhead and Winwick. That Council had resolved:

- (i). That Polling Districts NTE & NTE/1 be moved from Winwick Parish Council to Poulton-with-Fearnhead Parish Council and be merged with Polling District NTA to form Cinnamon Brow ward. NTA will therefore be removed from Longbarn, Fearnhead & Cinnamon Brow ward, which will be renamed Longbarn & Fearnhead.
- (ii). That the updated breakdown of Parish wards and Councillors as set out in paragraph 5.7 be approved.
- (iii). That no changes be made with regards to the number of Parish Councillors within Winwick Parish Council.

The changes would take effect from 2 May 2024. The Clerk had written to the Borough Council to seek clarification about the allocation of seats to councillors in the two remaining wards in Winwick as at 2 May 2024.

The financial implications of the above boundary changes were due to be considered at Agenda Item 14.

Decision – To note the outcome of the Community Governance Review and its implications, together with the actions agreed at Minute 101(2).

WPC.107 Finance Officer's Report

Members considered a report of Clare Hinkins, Operations and Finance Officer, on a number of financial issues, which are set out below.

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 31 December 2023.

In December, £15.9k of income had been received through the Leisure Centre. The Centre was showing a £5k loss for December. The year to date loss was £18.9k. Unfortunately, this put the possibility of recouping enough to bring the Centre back to break even by the end of the year beyond reach.

The large loss was, in part, due to a 5 week payroll month, large winter gas bills, and large stock orders to cover Christmas and New Year events. Some of the stock ordered had not sold, however, as at the 11 January 2024 the Centre had not had to reorder any stock during the New Year. Only a small number of top up orders had taken place since that date. Accordingly, some of this excess should balance out in January. The stock was not expected to go out of date before it could be sold. In addition, the Centre had received higher than normal telephone bills, which were currently being queried, as it was believed that the Centre had been overcharged.

There had been £12.9k of expenditure against the precept in December, with £102k of the precept used to date. The Council would still need to be cautious with its funds as the Borough Council were likely to bill annually for the litter picker vehicle hire. The full year cost of the vehicle hire was likely to be in the region of £8k.

Community Fund

The Council was still holding £1,109 of Community Fund money for the winwick.org group.

Additional Items

1) Precept 2024/25

Precept figures had been issued separately following the Borough Council's confirmation of the Council Tax Base for 2024/25. (Minute 108 refers).

2) Smiley-face Speed Monitor

The mobile Speed Indicator Device (SID) had been redeployed on Monday 15 January 2024 on Myddleton Lane to monitor traffic travelling east towards the A572 Winwick Link Road bridge. This would enable comparison with the data from traffic flow in a westerly direction at this location.

Payments made since the Management Committee meeting of 9 January 2024

Payments Leisure Centre		
15Jan2024	£304.10	Water Plus Limited
15Jan2024	£229.80	LSR Refrigeration
15Jan2024	£44.40	Easyflow
08Jan2024	£129.60	Clear Brew
08Jan2024	£782.90	T&JT Barton
Payments Parish		
15Jan2024	£2,407.23	HMRC Cumbernauld
15Jan2024	£2,821.75	Chsh. Pension Fund
15Jan2024	£222.00	Styles
15Jan2024	£195.00	Gardenia Gardens
08Jan2024	£174.00	Traffic Technology
Direct debits Leisure Centre		
08Jan2024	£1,545.66	SCOTTISHPOWER
Direct debits Parish		
15Jan2024	£21.60	TAKEPAYMENTS LTD
10Jan2024	£201.49	BARCLAYCARD

Decision – To note the Finance Officer’s update report, including the Budget Review 2023/24, additional items and payments made.

WPC.108 Budget 2024/25 and Parish Precept

Members considered background information to the Budget process.

The following information was relevant for the purposes of calculating the Precept and Council Tax payable by a Band D property:

$$\text{Precept} = \text{Council Tax Base} \times \text{Band D Council Tax.}$$

Winwick’s Council Tax Base would be affected in 2024/25 by the transfer of the Houghton Green ward to Poulton-with-Frearnhead Parsh Council and the resultant loss of income from homes in that area. The effect was as follows:

- Council Tax Base as at 1 April 2024 = 1,721
- Council Tax Base as at 2 May 2024 = 1,405
- Average Council Tax Base for 2024/25 (including mid-year change) = **1,432**

The implications of the reduced Council Tax Base on a range of Budget Options were reported verbally at the meeting and are summarised as follows:

	2023/24 Precept	2024/25 Precept Increase (Options)			
		12%	12.5%	14%	16%
Precept	£129,222.00	£144,721.00	£145,375.87	£147,314.22	£149,882.00
Council Tax Base	1,722	1,432	1,432	1,432	1,432
Band D Council Tax	£75.05	£101.07	£101.52	£102.88	£104.67

Councillors also considered the following statement taken from the Government’s consultation on the provisional local government finance settlement 2024 to 2025:

“The Government has not previously set referendum principles for town and parish councils. This approach was contingent on town and parish councils taking all available steps to mitigate the need for council tax increases and the government seeing clear evidence of restraint. The Government proposes to continue with this approach for 2024-25.”

Members were provided with Guidance Notes from the Operations and Finance Officer which detailed the following:

Based on previous experience, an initial recommendation of a 12% increase in the precept was being proposed, on the basis that the Council had already delayed a number of desired projects to accommodate previous years’ minimal or no increase to the precept. This had provided the Council with little additional monies for unexpected projects (such as the Japanese Knotweed - £900 paid out this year, £750 of surveyors fees and potential £2k of solicitors fees that had arisen to date).

A significant increase was unavoidable this year, as reserves were likely to be significantly lower than last year and the sudden loss of Houghton Green ward had allowed no time to bolster the reserves. In addition, the Council would have to bear in mind the election fees that would need to be covered in the coming May. These factors would have a significant impact on the Council’s overall financial position.

In considering the Budget Options, whilst the higher percentage models would be better for the reserves, it was acknowledged that councillors would wish to try their best to keep increases low for the residents. Accordingly, a 12% increase in the precept was recommendation.

Detailed estimates were provided for the Lesure Centre income and expenditure in 2024/25, as well as detailed Budget Options for the Parsh Council. The options presented took into account the 10% increase in the living wage and included key project budgets and essential services.

A lengthy debate took place about the Budget in which the following issues were raised:

- the need to deliver on key projects previously identified, including 3G pitch, tree carving, litter bin on Winwick Park, etc;
- Budget Options below a 10% increase were unrealistic;
- the impact of inflation could not be ignored and would be understood by many residents;

- the precept freeze in 2023/24 had been welcomed, but had created on-going financial pressures;
- wage pressures in 2024/25 caused by the 10% increase in the living wage;
- the need to find efficiencies where possible;
- a suggestion that Winwick Lesure Centre primarily served the Winwck ward and the need to engage and raise the Council's profile in Peel Hall ward to demonstrate value for money for residents south of the M62 (including a possible focus on Radley Common);

A member of the public raised the issue of increasing management fees for public realm spaces at Spires Gardens, which would place an additional financial burden on residents.

It was **MOVED** and **SECONDED** that the Budget Option presented in respect of a 14% increase in precept be approved.

Decision –

- (1) To approve the Budget Option presented in the report in respect of a 14% increase in the precept.
- (2) To approve a Parish precept of £147,314.22 for 2024/25 (an increase of approximately 14% in the overall precept for 2023/24)
- (3) To note that the precept will give rise to a Council Tax demand of £102.88 for a Band D property for a full year (and a 31/365 proportion thereof for properties in the Polling Districts NTE & NTE/1).

WPC.109 Reports from Parish Council Committees

The minutes of the meetings of the Management Committee of 14 November 2023 and 9 January 2024 were provided. Councillor Herron reported that the main issues contained therein had already been discussed earlier on the Agenda.

Decision – To note the minutes of the Management Committee of 14 November 2023 and 9 January 2024.

WPC.110 Ward Reports / Updates

Houghton Green Ward

Councillor McGinn reported that he had received a complaint about Warrington Borough Council's green bin service. The resident concerned had sought a refund from the subscription service, due to the recent lack of collections during industrial action, rather than the increased schedule of pick-ups proposed.

Peel Hall Ward

There were no significant matters to report on this occasion.

Winwick Ward

Councillor Herron enquired about any progress made in relation to locating a copy of the missing covenant in respect of the Parish land at Myddleton Lane. A member of the public reported that he had written to the Clerk to signpost him to the Church Commissioners for England about the previous ownership of the land (Item 8 at Minute 104 above refers). That body may have retained the relevant documents.

Councillor Sheridan reported some concerns about the footpaths around Magic Lake (Houghton Green Pool) off Delph Lane/Mill Lane, particularly those running adjacent to the motorways.

Decision –

- (1) To note the ward updates provided.
- (2) To request the Clerk to provide a copy of the e-mail from resident, RW, dated 13 December 2023 to Councillor Herron.

WPC.111 Date and Time of Next Meeting

Decision – To note the date of the next meeting on Tuesday 27 February 2024.

WPC.112 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.94 Finance Officer's / Clerk's Report - Confidential Matters

(a) Staffing Issue

Members noted that a senior member of staff would require a period of leave at short notice, due to a family bereavement.

Decision – That a period of 4 days compassionate leave be granted.

(b) Debtors

Mrs Hinkins reported that there were no outstanding debts over 90 days. Three organisations had recorded outstanding debts between 30 – 89 days, however one of those debtors had now settled their invoices. A second debtor had been chased up with an interest warning letter in December and the Leisure Centre Manager would cease to take bookings, if the outstanding debt reached 90 days. The third debtor was a local authority with a regular monthly payment arrangement with this Council, but due to no meeting in December to sign off payments, it would make the

December and January payments at the same time.

Decision – To note the Finance Officer’s report in connection with debtors.

(c) Staff Pay Award 2024

Members considered a Pay Increase Report, which set out proposals for the staff pay award with effect from April 2024, based on the increase announced regarding the Real Living Wage from an hourly rate of £10.90 to £12.00 (a 10% increase). Members were reminded that, at its last meeting, the Council had agreed to the above 10% increase for its staff in receipt of the Real Living Wage. The paper suggested a similar percentage uplift for higher earning staff to maintain the pay differential for posts with greater levels of responsibility.

Councillor Iddon spoke against a 10% pay increase for higher earning staff, based on affordability and the current levels of profitability of the Leisure Centre. A 10% rise would be a significant increase in pay and maintaining the percentage differential between all staff should not be the main criteria. The Leisure Centre should be run on a more commercial footing and this should determine the pay award. Any pay increases would fall entirely on the precept. She noted that, in previous years, staff salaries tracked the local government National Joint-negotiating Committee (NJC) pay award.

Councillor Secker commented that the increase in the National Living Wage was designed to decrease the differential between low paid workers and others, which was seen as fair. The Centre was forecast to make a loss in 2023/24, which meant that significant pay rises would be unaffordable. Councillor Sheridan noted that the earnings gap would continue to grow in real terms if higher earning staff received the same percentage pay award as those on the lowest wages.

Councillor Abbey noted that the Leisure Centre had almost broken even last year, but this year it was being underpinned by public money. However, this could be justified, since it did provide a public service, which was over and above the facilities offered by a simple bar or pub. On balance, he was of the view that the Centre should break even and that any pay rises should be linked to its profitability. However, if the losses in 2023/24 were considered to be a one off the Council could stand higher pay rises. Mrs Hinkins reported that the circumstances in 2023/24 had been exceptional, including a long-term sickness absence, a period of maternity leave by a key member of the bar team, high energy costs and poor weather affecting sales in July and August.

Councillors Abbey and Secker both noted that within their own businesses the staff had received a pay rise, but the business owner/manager had not.

The Chair indicated that it would be possible to set different percentage increases for the 3 staff concerned. Mrs Hinkins spoke that it was particularly important to remunerate the Leisure Centre Manager appropriately, given his level of responsibility and the additional time commitment he had shown, which was often given voluntarily. Councillor Herron also spoke in favour of a 10% pay rise for the Centre Manager.

It was MOVED and A SECONDED:







“To approve a 10% pay award for all staff not receiving the Real Living Wage, as per the amounts shown in the Pay Increase Report with effect from 1 April 2024.”

On being put to the VOTE the MOTION was CARRIED by the Chair’s casting vote.






Decision – To approve a 10% pay award for all staff not receiving the Real Living Wage, as per the amounts shown in the Pay Increase Report, with effect from 1 April 2024.

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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 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.	
3	To authorise Councillors Herron and Mitchell to continue negotiations with representatives of Winwick CE Primary School on the basis discussed <i>[car park]</i> .	WPC.22	24/05/22	Councillor Herron and Mitchell	-	-	On-going	
4	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.	
5	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	
6	To request that Members and officers routinely look into the opportunities	WPC.118(3)	24/01/23	All	-	-	On-going. A number of events have been organised, including attendance of the Well-being Bus.	


Agenda Item 4

	available for partner organisations to engage directly with residents on matters of health, wellbeing and community safety.							
7	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.	WPC.8(1)	23/05/23	Clerk	-	-	Job description being drafted for discussion with the Network	
8	To request the Clerk to write to the Premier Inn/Swan Pub to ask if they would be prepared to fence off the access to the strip of land at the southern boundary of their site from the Leisure Centre.	WPC.27(2)	25/07/23	Clerk	-	-	A letter dated 18/02/24 has been sent to the Premier Inn advising them of the residents' concerns about the strip of land and requesting the land-owner to consider fencing off the site.	
9	To request the Chair to ask Warrington Borough Council about suitable signage to deter HGVs from travelling north along Golborne Road.	WPC.28(2)	25/07/23	Chair	-	-	An update has been requested by the Clerk via the My Warrington service on 18/02/24.	
10	To defer consideration of the proposed litter bin at Winwick Park until the meeting on 24 October 2023.	WPC.45(2)	26/09/23	Clerk	-	-	A decision on the litter bin (£600 for purchase and installation) could now be made, subject to the advice of the Operations and Finance Officer on available resources	
11	To request that the Clerk write to Warrington Borough Council to set out residents' concerns about the uncertainty over the implementation of the traffic mitigation conditions which were part of the Parkside planning consent and to seek clarification about any	WPC.49(2)	26/09/23	Clerk	-	-	Not yet commenced. However, the Chair has provided regular updates on this matter.	







Agenda Item 4

	proposed action to resolve the situation.							
12	To authorise the Clerk and RFO in consultation with the Chair to consider and agree, as appropriate, the provision of a defective title indemnity policy.	WPC.60(3)	26/09/23	Clerk/ Operations and Finance Officer	-	-	Advice is awaited from the Council's solicitors	
13	To approve the co-option of Andy Griffiths to the vacancy in the Peek Hall ward until the normal retirement date of Winwick Parish councillors	100	23/01/24	Clerk	-	-	A welcome pack and relevant forms have been issued. The website has been updated. The Monitoring Officer has been informed. The declaration of acceptance of office will be signed prior to this meeting	
14	To request the Clerk to chase up the proposed electoral arrangements for Winwick for 2024 with Warrington Borough Council and to stress the urgency of the matter.	101(2)	23/01/24	Clerk	-	-	An e-mail reminder has been sent to Matthew Cumberbatch, Director of Law & Governance, Warrington Borough Council, dated 21/02/24. Electoral Services intend to issue the Notice of Election on 11/03/24	
15	To request councillors to consider potential schemes for s.106 funding prior to the next meeting.	102(1)	23/01/24	Clerk	-	-	An e-mail reminder has been sent to councillors to request that consideration be given to identifying possible projects for s.106 funding.	
16	To request the Clerk to seek further clarification about the process for accessing future s.106 funding.	102(2)	23/01/24	Clerk	-	-	Not yet commenced	
17	To approve a Parish precept of £147,314.22 for 2024/25 (an increase of approximately 14% in the overall precept for 2023/24)	108(2)	23/01/24	Clerk/ Operations and Finance Officer	-	-	Mark Dennett, Finance Manager, Warrington Borough Council was informed of the precept requirement on 25/01/24. Budget information for the Council Tax leaflet was submitted on 29/01/24, as the precept is over £140k	

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18	To request the Clerk to provide a copy of the e-mail from resident, RW, dated 13 December 2023 to Councillor Herron.	110(2)	23/01/24	Clerk	-	-	A copy of the e-mail was forward to Cllr Herron on 18/02/24	
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Progress Legend

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

Version 8.0 - (Final) – 21/02/24

Winwick Parish Council

Correspondence since 23 January 2024
(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 – 26/01/24, 29/01/24, 31/01/24, 07/02/24, 13/02/24 and 21/02/24
2. E-mails from Sharon Angus-Crawshaw, Cheshire Association of Local Councils (ChALC), enclosing bulletins highlighting relevant parish news for the weeks ending 26 January 2024 and 2, 9 and 16 February 2024 – 25/01/24, 26/01/24, 30/01/24, 02/02/24, 06/02/24, 08/02/24, 09/02/24, 15/02/24 and 16/02/24
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 Thursdays, 8 and 22 February 2024 and an emergency 21-day Traffic Notice for Winwick Link Road effective from Thursday 1 February 2024 with speed limit and road closure for safety barrier installation – 01/02/24, 06/02/24 and 20/02/24
4. an emergency 5-day Traffic Notice for Winwick Lane, Croft effective from today Tuesday 5th December 2023 – 28/11/23, 05/12/23 and 09/01/24
5. E-mail from PCSO Tony Spruce confirming the date of his redeployment and advising residents and councillors to contact PC Jim Cotterill, Beat Manager, until a replacement PCSO is appointed - 24/01/24
6. Parishes Network e-mail from Kerry Duffin, Clerk to Lymm Parish Council, reporting a possible reduction in the SLA funding for their PCSO and seeking expressions of interest to fund and make use of this surplus Police capacity – 25/01/24
7. E-mail from Katherine Parry, Licensing Manager, Warrington Borough Council, concerning a consultation on the revised draft Licensing Policy for 2024-2029, which was due to run until 30 April 2024 – 05/02/24
8. E-mail response Sandra Beckett, Senior Enforcement Officer, in connection with the reported removal of hedgerows bounding the public footpath across farm land off Newton Road, Winwick. The response indicates that there are specific criteria that must be met for a hedgerow to benefit from protection under the Hedgerow Regulations. The officer is in discussions with specialists to assist in determining whether the hedgerow meets the said criteria. Once further information has been received, a determination can be made as to whether there has been a breach of the Regulations – 15/02/24
9. Newsletter from National association of Civic Officers concerning the Government funded voluntary scheme throughout the UK to allow public authorities to apply for a free, framed portrait of His Majesty The King. The

second phase of the scheme opened on Monday 12 February for applications from town, parish and community councils and military cadet forces and would close on 28 March 2024. **The Council may wish to consider applying for a portrait** – 09/02/24

10. E-mail from John Dwyer, Police and Crime Commissioner for Cheshire about a Retail and Business Crime Conference due to take place between 9.30am and 1.30pm on 15 February 2024, at Crewe Alexandra FC's Mornflake Stadium – 01/02/24
11. Website enquiry form from resident, RB, asking the Council to consider starting a local awareness campaign to alert and/or inform dog owners that they must clean their dog mess after them. Some suggestions include posts on local social media, leaflets posted through doors and some dog poo bag containers located at the entrance to the Playing Fields and on Myddleton Lane and Falcondale Avenue – 02/02/24
12. E-mail from Kev McCready, Area Manager - Operations and Commercial Services, Warrington Borough Council, about the Council's annual scheme to sow flower meadows. The cost is £0.95 per m² including seed supply, cultivation, sowing, rolling, and end of season cut. Confirm of any orders are required by the end of February. **The Council may wish to consider identification of suitable sites and making an application** – 14/02/24
13. Website enquiry form from resident, SM, seeking information as to why one of the large trees, on the A49 Winwick Park boundary, is in the process of being felled by WBC. A reply was sent on the same date, but no information is currently available – 20/02/24
14. Various promotional e-mails and mailshots for goods or services linked to typical parish activities or community services from the following organisations:-
 - Arien Signs Ltd – notice boards and signs
 - Flooring Contracts Ltd – wooden floor renovation
 - Kompan – outdoor fitness and play equipment
 - London Hearts - DHSC Community Defibrillator Scheme
 - Sutcliffe Play – outdoor play equipment
 - Wefindanylearner – training courses

Up to date as at 21/02/24

Winwick Parish Council

Planning Matters since 23 January 2024

General Correspondence (1)

1. E-mail dated 06/02/24 from Philip Forster, Senior Planning Officer (Majors) at Warrington Borough Council, providing information regarding the Peel Hall development proposals. The Council was due to receive two further applications and the purpose of the e-mail was to provide the Council with some background before formal consultations were issued.

The first of these is the first reserved matters application following on from the approval, by the Secretary of State, of the outline planning permission in 2021. This is to seek the detailed approval for 405 homes, but will also include the access points, sports pitch provision for the development and the central area of allotments and the Neighbourhood Equipped Area of Play (NEAP) and a Locally Equipped Area of Play (LEAP) associated with the first phase of residential development.

This application package will include a significant amount of documentation given scope of the development proposal and will include the detailed site layout plans, floor plans and elevations of the individual dwellings as well as detail (and supporting documentation) associated with the accompanying proposed infrastructure and landscaping. Given this is the first phase of residential development on Peel Hall and the first time that the detailed design of the proposals have been submitted formally, it is likely that it will receive considerable interest locally.

Secondly, the Council are expecting an application for prior approval for the demolition of 6 dwellings (nos. 344, 346, 348, 458, 460 and 462) Poplars Avenue. The outline planning permission approved the demolition of all of these dwellings except for no. 462 Poplars Avenue. The purpose of the prior approval application is to advance the demolition of these dwellings at an earlier stage than as set out in the outline permission. In reality, save for the demolition of no. 462 Poplars Avenue, this is line with the outline permission. The prior approval cannot consider the principle of the demolition of the dwellings but seeks to ensure that the method of demolition and the site restoration is appropriate.

Philip Forster has offered to be contactable to answer questions regarding either of these applications and to provide further assistance, as necessary, relating to the ongoing Peel Hall proposals.

Domestic Planning Applications (0)

Nil

Non-Domestic Planning Applications (4)

2. Application No: 2024/00152/DEM - Demolition

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Location: 344,346,348,458,460 And 462 Poplars Avenue, Warrington,
Proposal: Proposed demolition

3. Application No: 2024/00179/DISCON - Discharge of Condition
Location: Land At Peel Hall; Land South of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington,
Proposal: Discharge of condition 36 (Archaeological risk assessment) on previously approved application 2016/28492 (Residential mixed use development)
4. Application No: 2024/00180/DISCON - Discharge of Condition
Location: Land At Peel Hall; Land South of M62 Bounded By Elm Road, Birch Avenue, Poplars Avenue, Newhaven Road, Windermere Avenue, Grasmere Avenue, Merewood Close, Osprey Close, Lockerbie Close, Ballater Drive And Mill Lane, Warrington,
Proposal: Discharge of condition 43 (Invasive species management plan) on previously approved application 2016/28492 (Residential led mixed use development)
5. Application No: 2024/00184/DISCON - Discharge of Condition
Location: Land At Peel Hall; Land South of M62 Bounded By, Elm Road: Birch Avenue; Poplars Avenue; Newhaven Road; Windermere Avenue, Grasmere Avenue; Merewood Close, Osprey Close Lockerbie Close, Ballater Drive And Mill Lane, Poplars & Hulme, Warrington,
Proposal: Discharge of Condition 33 (Groundwater risk assessment) and Condition 52 part A (Contamination risk assessment and remediation strategy) on previously approved application 2016/28492 (Residential mixed use development)

Up to date as at 21/02/24

WINWICK PARISH COUNCIL MEETING – 27 FEBRUARY 2024

REVIEW OF RISK, INTERNAL CONTROLS AND FINANCIAL REGULATIONS

1. SCOPE OF RESPONSIBILITY

The Accounts and Audit Regulations 2015 states that a Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk.

The Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

Internal control is designed to reduce financial risk to the Council.

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended. Internal controls are set up by the RFO but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. The Chair signs the last page of the minutes and initials all other pages.

Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council.

The Council reviews its obligations and objectives and approves budgets for the following year at its January meeting (or earlier). The same meeting of the Council approves the level of precept for the following financial year.

The Council receives a monthly financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations. The Chair will sign the minutes to confirm that the Financial Statement as circulated to members at the meeting has been agreed.

Three signatories in total must sign all cheques. A list of payments with consecutive cheque numbers is circulated to all members each month with the minutes. The signatories will ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council. Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

Each quarter, the Chair shall sign the bank reconciliation and bank statement as evidence of all transactions having been recorded in the accounts.

3.2 Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has appointed a Responsible Financial Officer who is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk and RFO also ensure that the Council's procedures, control systems and policies are maintained.

The duties of the Clerk and RFO are laid down in Job Descriptions.

The RFO submits all the requested information to the External Auditor by the required date.

The RFO arranges for the public notices to be displayed.

The RFO will retain all relevant documents relating to the financial year for 10 years (Annual Return, VAT Returns, PAYE/NIC information, public notices, Fixed Asset Register, risk assessments, accounts and supporting information).

3.3 Internal Auditor

The Council has appointed an Independent Internal Auditor who will report to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit is reviewed annually, and the Council

agrees to the appointment of the Internal Auditor. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

The scope of the work (and the charge) of the Internal Auditor is reviewed annually and the review and the appointment is minuted.

The Internal Auditor will inspect the accounts at the year-end (where possible, prior to completion of the Annual Return Sections 1 and 2) and will complete page 3 of the Annual Return.

The Internal Auditor will write a separate report to the Council (a copy of which is sent to the Chair) detailing any findings they might have, as appropriate.

The report of the Internal Auditor is copied to all members of the Council and considered as an agenda item at the next meeting. Recommendations from the report will be recorded in the minutes.

The Responsible Finance Officer will agree a programme of dates with the Council's current auditors, Styles, for work to audit the Council's accounts for 2023/24, which will take place during the early part of 2024/25. **Accordingly, the Council is being requested to confirm the appointment of Styles as the Council's internal auditor for the completion of the accounting statements 2023/24 and to appoint them for all other matters for the duration of 2024/25.**

3.4 External Audit:

The Council's External Auditors, currently PKF Littlejohn LLP, appointed by Smaller Authorities' Audit Appointments Ltd (SAAA), submit an External Auditor's Report, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

Accounts & Audit Regulations 2015 requires an annual review of the effectiveness of our overall system of internal control.

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control in each financial year, to be carried out before completion of the Annual Governance Statement. The review of the effectiveness of the system of internal control is informed by the work and any issues identified by

- Full Council - identification of new activities
- Clerk to the Council and RFO who have responsibility for the development and maintenance of the internal control environment and managing risks - risks identified
- Internal Auditor who reviews the Council's system of internal control. The auditor will make a written report to the Council (in addition to the page 3 Report in the Annual Return.) - action arising from reports
- The Council's External Auditors, who make the final check using the Annual Governance and Accountability Return, a suite of forms completed and signed by the Responsible Financial Officer, the Clerk, the Chair and the Internal Auditor. The External Auditor issues an annual audit certificate - action arising from Audit Report.

A Statement of Internal Control, which summarises the present arrangements, is attached at Appendix 1, although its publication is no longer a statutory requirement.

5. FINANCIAL RISK ARISING FROM HEALTH AND SAFETY ISSUES

The Parish Council is responsible for putting in place arrangements for the management of health and safety risks and reviewing them at least annually. Notwithstanding the imperative of eliminating or significantly reducing the risk of harm to staff and members of the public, the Council also seeks to minimise its exposure to the potential financial liabilities arising from accidents and injuries.

The Council uses an external consultant to annually review and assess risks throughout all areas and provide a detailed report through the Centre Manager and ultimately the Parish Council. Regular Legionella risk monitoring is performed by an independent source. The Centre Manager performs risk assessments for any new type of event held at the Leisure Centre.

The Council uses an external consultant to carry out an annual inspection of its playground equipment and to make recommendations for repairs and maintenance. The Leisure Centre Manager undertakes a weekly visual inspection of the equipment to identify any issues of concern and will take any necessary remedial action.

The Council has in place appropriate insurance arrangements including, but not limited to, Employers' Liability and Public Liability cover.

6. BUSINESS RISK

The Council will carry out an assessment of business risk prior to any significant policy decision being made, any significant expenditure being undertaken, any large project being commissioned or any major contract or financial arrangement being entered into. The assessment will take account of any threats to the Council's finances and long-term stability and describe how any such risk will be mitigated.

7. REVIEW OF FINANCIAL REGULATIONS.

The Financial Regulations were last reviewed in February 2023 and are attached at Appendix 2. An amendment is proposed by the insertion of a new Paragraph 7.4 dealing with pensions (see text in red).

A summary of the Procedures for Contracts is attached at Appendix 3.

**Clare Hinkins, Operations and Finance Officer (RFO) / Julian Joinson,
Clerk
21 February 2024**

STATEMENT OF INTERNAL CONTROL

Winwick Parish Council reviews annually the effectiveness of its system of internal control.

In order to manage its risks, the Council has adopted the following arrangements:

1. Internal audit services are provided by Styles in accordance with terms of reference and an audit plan agreed by the Council. The effectiveness of the system of internal audit is reviewed annually and the findings of that review considered by the Parish Council.
2. BM Stock-taking Services undertake a quarterly appraisal of the operation of the licensed bar at Winwick Leisure Centre. Weekly stock checks are undertaken by the RFO and Leisure Centre Manager.
3. Financial Regulations are in force and are reviewed annually. These cover the whole conduct of the transactions of the Council, including the authorisation of expenditure, the control of income, the security of stores and equipment, accounting, audit and banking arrangements, and the payment of salaries, wages and accounts.
4. Internal check, via the separation of duties between different members of staff, is applied as far as is practicable.
5. Risk assessments are reviewed annually.
6. Insurances arranged through Zurich Insurance cover the following risks: material damage, theft, loss of money, personal accident, employers' liability, public indemnity, legal expenses, business interruption and fidelity guarantee.
7. Budget monitoring reports and bank reconciliations are examined quarterly by the Parish Council.
8. The accounts and supporting records of the Council are made available for public inspection for a period of 30 working days in each year.

Winwick Parish Council
27 February 2024

WINWICK PARISH COUNCIL - FINANCIAL REGULATIONS

1. GENERAL

- 1.1 These financial regulations shall govern the conduct of the financial transactions of Winwick Parish Council (the Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Finance Officer (RFO) under the policy direction of the Council shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL STATEMENTS

- 2.1 Detailed estimates of income and expenditure shall be prepared each year by the RFO.
- 2.2 The estimates shall be submitted to the Council not later than the end of November each year for approval and the Council will then decide the precept to be levied for the ensuing financial year.
- 2.3 The approved budget will form the basis of financial control for the ensuing year.

3. BUDGETARY CONTROL

- 3.1 No expenditure may be incurred which cannot be met from the amount provided for it in the budget unless a virement has been approved by the Council.
- 3.2 The RFO shall periodically provide the Council with a statement of receipts and payments to date under each head of the approved budget.
- 3.3 The Clerk to Winwick Parish Council (The Clerk), in consultation with the RFO, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision, subject to a limit of £2000, The Clerk shall report the action to the Council as soon as practicable thereafter. Minor repairs of up to £500 can be carried out without the need for additional quotations. Repairs between £500 and £1000 require two quotations. Any expenditure over £1000 will require three quotations. Photographs of before and after repairs are also required.
- 3.4 In the case of minor urgent repairs/ purchases the RFO can incur up to £300 of expenditure on behalf of the Parish. Any expenditure of this nature will be reported to the next appropriate meeting of the Council.
- 3.5 Where expenditure is incurred in accordance with regulation no. 3.3 above and the sum required cannot be met from savings elsewhere with the Council's budget, it shall be the subject of a supplementary estimate approved by the Council.
- 3.6 Unspent provisions in the budget shall not be carried forward to a subsequent year unless specifically earmarked or of a minor nature.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the current Accounts & Audit Regulations.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to the Council.
- 4.3 The principles of internal control and internal checks will be observed as far as is practicably possible in connection with accounting duties, whilst recognising that the separation of duties between different officers may not always be feasible.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts & Audit Regulations. Any officer or member of the Council shall, if the RFO requires, make available such documents and supply information & explanation as the RFO considers necessary for the purposes of the audit.
- 4.5 The RFO shall be responsible for drafting the Statement of Accounts and other financial information in the Annual Return to the appointed external auditor, and shall submit these to the Council for certification.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council.
- 5.2 All payments shall be approved by the Council on the basis of relevant invoices etc. presented by the RFO.
- 5.3 Cheques and electronic payments shall be signed by any three of the authorised signatories, these being the RFO and those staff/ council members who have indicated they wish to act in this capacity and have been approved by the Council.
- 5.4 Where payments are to be authorised by 3 staff members the list of payments is to be approved by either the Chair or Vice-chair.

6. PAYMENTS OF ACCOUNTS

- 6.1 Apart from petty cash and payments the Council has agreed should be made by cash or direct debit, all payments shall be made either by cheque drawn on the Council's bankers or by an electronic payment authorised as in 5.3 above.
- 6.2 All invoices for payment shall be examined and verified for payment by the RFO. The RFO must be satisfied that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 The RFO shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of receipt.
- 6.4 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.5 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After

the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened. In whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.6 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.7 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.8 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.9 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of staff/councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the Service Administrator with a stated number of approvals.
- 6.10 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed in accordance with the bank mandate. A programme of regular checks of standing data with suppliers will be followed.

7. PAYMENT OF SALARIES AND WAGES

- 7.1 The payment of all salaries and wages shall be made or supervised by the RFO in accordance with the payroll records and current HMRC requirements.
- 7.2 Payment of wages in cash must be signed for by the recipient.
- 7.3 The RFO will account to HMRC for all national insurance and PAYE contributions in line with current requirements.
- 7.4 **The RFO will be responsible for processing the payment of any staff and employer contributions required by the Cheshire Pension Fund and for the automatic enrolment of eligible new staff and, for staff who have opted out, their re-enrolment every 3 years thereafter**

8. LOANS AND INVESTMENTS

- 8.1 Any loans and investments shall be negotiated by the RFO in the name of the Council or Millennium Trust Fund (if existing) and be approved by the Council.

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO. The manager of Winwick Leisure Centre (The Leisure Centre) shall be

responsible for accounting to the RFO for all bar takings, room hires and other income received at the Leisure Centre. Weekly bar returns are to be submitted to the Management Committee on a monthly basis.

- 9.2 The raising of hire agreements shall be the responsibility of the Leisure Centre Manager. The raising of all other invoices for monies due to the Council, and the claiming of any grants, shall be the responsibility of the RFO. Where required the Manager and RFO will ensure that purchase order numbers are obtained.
- 9.3 All credit customer invoices will come due 30 days from the date of the invoice, should these accounts remain unpaid the following steps will be followed:
- i) At 30 days a reminder letter/ email will be issued
 - ii) At 45 days a letter/ email will be issued informing the customer of the intention to apply interest charges.
 - iii) At 60 days interest charges to be calculated and an email/letter will be issued to the customer with a copy of the interest invoice.
 - iv) If invoice remains unpaid at 75 days Councillors will be notified to decide further action to be taken on client account (whether that be employing a debt chasing agency, putting usage on hold, requiring payment up front of usage, etc)
- Credit accounts are to be reported to Full Council at all stages of recovery.
- 9.4 The Council will review all fees and charges annually, following a report by the RFO.
- 9.5 Any bad debts shall be reported to the Council.
- 9.6 All sums received on behalf of the Council shall be banked promptly by the RFO.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

10. ORDERS FOR WORK, GOODS OR SERVICES

- 10.1 A letter/email shall be issued for all work, goods and services ordered unless a formal contract is in existence or unless such action would be inappropriate (e.g. petty cash purchases). Copies of letters/emails shall be maintained.
- 10.2 The person ordering the work, goods or services shall ensure, as far as reasonable and practical, that the best available terms are obtained.

11. CONTRACTS

- 11.1 All contracts shall comply with this regulation and no exception shall be made otherwise than by direction of the Council, though it will not apply to contracts for:
- (i) the supply of gas, electricity, water, sewerage and telephone services
 - (ii) specialist services such as are provided by solicitors, accountants and surveyors
 - (iii) repairs to, or parts for, existing machinery or equipment or plant
 - (iv) extensions to existing contracts
 - (v) proprietary articles and/or those sold only at a fixed price
- 11.2 Where it is intended to enter into a contract exceeding £2000 in value, the RFO/ Clerk shall invite tenders from at least three firms.

- 11.3 If less than three tenders are received, the Council may make such arrangements as it thinks fit for procuring the goods or services or executing the works.
- 11.4 For expenditure of £2000 or less, the Chairperson, RFO & Clerk shall have executive power.
- 11.5 The Council shall not be obliged to accept the lowest or any tender.

12. STORES AND EQUIPMENT

- 12.1 The Leisure Centre manager shall be responsible for the care and custody of stores and equipment held in the Leisure Centre.
- 12.2 Delivery notes must be obtained in respect of all goods received and goods must be checked as regards quantity and quality at the time the delivery is made.
- 12.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for supervising an annual check of all stocks & stores.
- 12.5 The RFO shall be responsible for the maintenance of a Fixed Assets Register.

13. PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council, and shall maintain a full record of all such properties, in accordance with current Accounts & Audit Regulations.
- 13.2 No property shall be sold, leased or disposed of without the authority of the Council, save where the estimated value of any item does not exceed £100.

14. INSURANCE

- 14.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby, and annually review it.
- 14.3 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

15. VALUE ADDED TAX

- 15.1 The RFO shall maintain records of VAT inputs and outputs, accounting to HMRC for the balance between the two.

16. REVIEW OF FINANCIAL REGULATIONS

- 16.1 It shall be the duty of the Council to review these Regulations biennially.

Feb 2024

CONTRACTS - SUMMARY OF FINANCIAL REGULATIONS

Appendix 3

Type of Expenditure	Amount	Quotations Required	Authorisation for Expenditure
1. GENERAL CONTRACTS FOR GOODS AND SERVICES			
All contracts (except the categories listed below)	Over £2,000	Three quotations provided to the Clerk in a sealed bid	Council (or Management Committee in the case of urgency)
	Up to £2,000	Preferred Supplier/ Single quotation	Clerk, in consultation with the Chair
2. URGENT REPAIR/REPLACEMENT WORKS			
Expenditure which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision	Up to £2,000	Preferred Supplier/ Single quotation	Clerk, in consultation with the RFO. (Clerk to report the action to the Council as soon as practicable thereafter)
3. MINOR REPAIRS AND RENEWALS			
Minor Repairs/ Renewals (Premises)	Over £1,000	Three quotations provided to the Clerk in a sealed bid	Clerk, in consultation with the Chair <u>or</u> RFO and 2 Members of the Management Committee
	£500 - £1,000	Two quotations	Clerk, in consultation with the Chair <u>or</u> RFO and 2 Members of the Management Committee
	Up to £500	Preferred Supplier/ Single quotation	RFO or Clerk, in consultation with the Chair
Minor urgent repairs/ purchases	Up to £300	Preferred Supplier/ Single quotation	RFO
4. SPECIALIST WORKS			
Supply of gas, electricity, water, sewerage and telephone services	Over £2,000	Preferred Supplier/ Single quotation	Council (or Management Committee in the case of urgency)
Specialist services such as are provided by solicitors, accountants and surveyors			
Repairs to, or parts for, existing machinery or equipment or plant			
Extensions to existing contracts			
Proprietary articles and/or those sold only at a fixed price			
	Up to £2,000	Preferred Supplier/ Single quotation	Clerk or RFO, as appropriate, in consultation with Chair

5. ROUTINE LEISURE CENTRE/BAR SUPPLIES AND SERVICES			
Bar supplies	Unlimited	Preferred Supplier	Bar Manager
Sundries	Up to £50	Preferred Supplier	Bar Manager
Key Holding Contract	Up to £500	Preferred Supplier	RFO and 2 Members of the Management Committee

Finance report to Winwick Parish Council Full Council meeting 27th February 2024

In January we have had £17.3k of income through the centre. The centre is showing a £456 loss for January with the year to date at a loss of £19.4k. This puts us beyond recouping enough to bring the Centre back to break even by the end of the year.

There has been £18.5k of expenditure against the precept in January, with £122.7k of the precept used to date. This months expenditure includes the bill for Vehicle hire which is issued annually and the final quarter of grass cutting fees.

Community fund – We currently hold £1109 of community funds money for winwick.org group.

Additional items

- Break in 10th Feb – a detailed report is issued under part 2 – the break in luckily resulted in no loss of equipment/ stock, however there was considerable damage done to doors around the centre – measures have been taken to secure vulnerable entry points and the insurance claim for repairs totalling approx. £4.2k has been filed.

Payments made since those reported in the management report.

Payments Leisure Centre		
19Feb2024	£129.60	Clear Brew
19Feb2024	£72.00	Maxigiene
19Feb2024	£423.78	T&JT Barton
14Feb2024	£44.40	Easyflow
14Feb2024	£825.00	Mr R Bellerby
12Feb2024	£1,101.85	T&JT Barton
Payments Parish		
19Feb2024	£195.00	Gardenia Gardens
19Feb2024	£2,324.45	Chsh. Pension Fund
19Feb2024	£2,873.39	HMRC Cumbernauld
Direct debits Leisure Centre		
16Feb2024	£27.04	BT GROUP PLC
08Feb2024	£1,545.66	SCOTTISHPOWER
07Feb2024	£253.87	BT GROUP PLC
Direct debits Parish		
16Feb2024	£383.44	LLOYDS BANK PLC
15Feb2024	£21.60	TAKEPAYMENTS LTD
12Feb2024	£199.63	BARCLAYCARD
06Feb2024	£36.00	XERO UK LTD

Part 2 items:

- 1) Debtors list.
- 2) Break in detail report
- 3) Incident report

Profit and Loss
Winwick Parish Council
1 April 2023 to 31 January 2024

	31 January 24	YTD	
Income			
210 Room hire income	£4,685.00	£47,908.29	
225 Buffet sales income	£0.00	£837.00	
230 Bar sales income	£6,318.86	£83,583.73	
231 Bar snacks income	£245.24	£3,558.47	
232 Soft drinks income	£1,044.37	£13,190.09	
260 Ticket sales income (Events)	£210.00	£592.00	
Bar tea and coffee	£648.20	£6,410.90	
Machine income	£0.00	£274.80	
Entertainer	£0.00	£50.00	
Field income	£4,230.00	£6,212.50	
LC Bar till discrepancies	-£0.24	£29.64	
Total Income	£17,381.43	£162,647.42	
Less Cost of Sales			
bar snacks expenditure	£77.33	£1,482.45	
Beverage supplies (Coffee, milk)	£18.61	£1,504.23	
Buffets	£1.79	£796.95	
Buffets - events	£0.00	£119.83	
Entertainer	-£140.00	£50.00	
Drink purchases (and other bar it	£2,722.21	£34,616.85	
LC Direct Wages	£4,545.28	£46,901.51	
soft drinks expenditure	£247.73	£5,120.60	
Total Cost of Sales	£7,472.95	£90,592.42	
Gross Profit	£9,908.48	£72,055.00	
Less Operating Expenses			
Bad Debt	£0.00	£0.00	
DJ's bouncy castles, etc - events	£0.00	£908.34	
LC Bar & Cleaning sundries	£344.95	£2,920.79	
LC Bottled Gas	£111.00	£1,184.00	
LC Cleaning	£436.00	£4,465.00	
LC consulting	£49.58	£495.80	
LC Electricity (Light, Power)	£1,288.05	£11,502.11	
LC Equipment	£292.24	£2,029.69	
LC Fire extinguishers	£0.00	£560.00	
LC Gas (Heating)	£1,360.00	£5,384.02	
LC General Expenses	£0.00	£0.00	
LC Landline telephone and Broad	£234.09	£3,184.11	
LC Pension costs	£1,020.82	£11,092.26	
Rates	£1,726.00	£8,628.25	
LC Repairs & Maintenance	£0.00	£2,208.84	
tv licence	£0.00	£132.50	
LC Trade waste	£270.20	£2,985.76	
LC Water and Sewerage	£304.10	£2,947.02	
Machine games duty	£0.00	£88.00	
Managers salary and NI	£2,406.39	£26,402.00	
PAYE Payable	£371.34	£3,927.05	
Stocktaking Services	£150.00	£450.00	
Total Operating Expenses	£10,364.76	£91,495.54	
Net Profit	-£456.28	-£19,440.54	
Centre reserves		-£9,341.78	£5,243.40
Balance of reserves		-£28,782.32	£6,352.40

Profit and Loss
Winwick Parish Council
1 April 2023 to 31 January 2024

	31 January 24	ytd
Income		
Litter picker income	£1,800.00	£18,000.00
Advertising	£0.00	£175.00
Precept	£0.00	£129,222.00
Total Income	£1,800.00	£147,397.00
Less Cost of Sales		
Total Cost of Sales	£0.00	£0.00
Gross Profit	£1,800.00	£147,397.00
Less Operating Expenses		
Administration expenses	£36.61	£695.20
advertising	£0.00	£632.05
internal audit	£0.00	£1,450.00
external audit fee	£0.00	£840.00
cctv	£0.00	£393.75
election expenses	£0.00	£95.88
donations	£0.00	£200.00
RBL Donation	£0.00	£150.00
xmas tree lights	£0.00	£300.00
intruder alarms	£0.00	£500.00
Bank Fees	£226.09	£2,818.82
Clerk's salary	£833.29	£8,332.90
Consulting	£0.00	£0.00
Grass cutting	£849.97	£3,399.88
Grounds Maintenance	£162.50	£1,625.00
Insurance	£2,752.94	£2,752.94
Legal / Licencing Expenses	£0.00	£2,539.35
Litter Pick Costs (Shared)	£1,660.35	£17,995.48
Litter pick vehicle	£8,733.33	£8,733.33
Loan charges	£0.00	£7,654.04
PAYE Payable	£972.03	£4,618.92
Payroll	£225.00	£1,970.00
Pensions Costs (Empr's contr)	£833.37	£8,820.63
Playground repairs	£0.00	£3,354.33
Tree maintenance	£0.00	£970.00
Professional fees	£0.00	£2,775.00
Repairs and maintenance	£0.00	£1,716.95
RFO Salary (and NI)	£2,937.58	£32,210.64
Traffic management	£0.00	£727.47
Japanese Knotweed	£0.00	£900.00
Subscriptions	£43.99	£425.50
Planters	£0.00	£1,065.00
Swan green, winwick park, radley com	£110.00	£2,050.00
Total Operating Expenses	£20,377.05	£122,713.06
Net Profit	-£18,577.05	£24,683.94
Parish reserves		£26,592.84
Leisure Centre deficit		-£28,782.32
Balance of overall reserves		£22,494.46
Community fund income	£0.00	£2,309.00
Community fund expenditure	£0.00	£1,200.00
Balance	£0.00	£1,109.00