

WINWICK

*Best Kept Village
in Cheshire – 2000*

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



PARISH COUNCIL

Clerk to the Council:
Julian Joinson
Tel: 07818 066549

Email: jjoinson.winwickclerk@outlook.com
Web site: www.winwickparishcouncil.org.uk/

6 March 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 12 March 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 9 January 2024.

4. **Action List**

A schedule is provided of actions arising from previous meetings.

5. Community & Leisure Centre – Update Report

To note the information circulated outside of the meeting in the February update report (covering the period to 31 January 2024) and to consider the latest updates from the Operations and Finance Officer and/or Centre Manager (*attached*).

(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 9 January 2024

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

WPMC 25 Apologies

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

WPMC 26 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 27 Minutes

Decision – That the Minutes of the meeting held on 14 November 2023 be agreed as a correct record.

WPMC 28 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.

Development on Land at Golborne Road

The Chair reported that he had attended the recent Development Management Committee meeting, at which the application for the housing development off Golborne Road had been considered. The application had been agreed. However, during the debate the matter of s.106 funding had been discussed. The Committee had called for the money to be a safeguarded so that it could only be spent in the immediate local area affected by the development. It was understood that the funding would need to be committed within a period of 6 months. Accordingly, it was essential for the Parish Council to identify projects which could be funded by this money.

Councillor Iddon commented that she had watched the webcast of the meeting.

The Clerk indicated that it was likely that there would be limitations as to what the money could be spent on, such as infrastructure projects. Furthermore, the funding was not necessarily ringfenced to a particular area. It was also not known at this stage how the Parish Council could access or bid for the funding.

Councillors suggested the following potential projects:

- Pitch drainage = £170k
- Improved changing facilities = £146k

- Myddleton Lane traffic management scheme (not yet costed)

Councillor Iddon asked if all of the s.106 money was earmarked for Winwick. The Chair responded that it was possible that some of the money would be used for other projects, including Culcheth Medical Centre and Culcheth Library.

The Clerk indicated that he could contact Niki Gallagher, Development Manager, Warrington Borough Council to enquire about the process for bidding for s.106 funding. Mrs Hinkins commented that no-one had yet been in touch from the Borough Council to discuss the funding available. The Chair added that the Leisure Centre was mentioned at the meeting as a possible recipient of funding. Councillor Iddon recalled that Countryside Homes who had developed the housing on Winwick Park had contacted the Parish Council directly when their project had been approved and this had resulted in an extension to the Leisure Centre (the Countryside Suite). She noted that Croft Parish Council had routinely had some success in securing s106 funding and might be able to provide some advice.

The Clerk reported that the system due to change in the future to a Community Infrastructure Levy (CIL). Under that system the Parish Council would receive directly a proportion of the CIL receipts (up to 15%), to support the development of the parish council's area.

Decision –

- (1) To note that update on on-going matters.
- (2) To request the Clerk to contact Warrington Borough Council to seek clarification about the process for bidding for s.106 funding.

WPMC 29 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 November 2023. The Committee were now provided with a report which showed the financial position at the Leisure Centre for December 2023.

The December 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)

Agenda Item 3

The annual budget for bar sales for 2023/24 (£135,800) had been broken down over the 12 months period. The relevant percentage and target income for each month was outlined in a table. 2023/24 actual income (also shown) would be assessed against the table provided below.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	7.49	7.68	7.81	10.77	9.64	9.97	9.05	8.20	7.54	6.65	8.29	6.90
Budget (£1,000s)	10.17	10.43	10.61	14.63	13.09	13.54	12.29	11.16	10.24	9.03	11.26	9.37
Actual (£1,000s)	11.56	12.30	11.10	14.22	6.74	11.79	10.42	9.69	10.66	0.00	0.00	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at December 2023, using the profile outlined above. December bar sales had come in at 0.4k above target.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at December 2023, using the profile outlined above. This put the Centre at £7.6k below the target for the year to date. However, the Centre had made £1.2k more than at this time last year and the year to date figure was £1.3k ahead of the same measure at this point last year. The Centre's income was only around £3.3k below a straight monthly split and if an extra £1k income for the remaining months of the financial year could be achieved, the target would be met.

Councillor Iddon acknowledged that income had increased, but commented that expenditure had also risen. Mrs Hinkins confirmed that increased energy costs had been particularly challenging. Councillor Iddon suggested that the bar was a significant drain on resources. Mrs Hinkins responded that the Centre could not currently operate on bar sales alone. However, the bar did contribute to the overall business model. In better times the bar could be profitable, but at present the cost of living crisis was having a negative impact. Councillor Iddon asked if the bar was making more profit or simply increasing takings. Mrs Hinkins replied that the bar was making more profit, but costs were continuing to rise.

Staff were advised to be responsible about energy usage, such as heating. It was noted that different areas of the building could be heated independently and that by careful planning of room usage when the Centre was not full, heating could be switched off in certain rooms. Mr Wharton confirmed that he already allocated rooms to maximise heating efficiencies, but this was not possible when several rooms were required.

The Clerk enquired if the Centre had considered darts and pool facilities and the entry of teams into local leagues. Mr Wharton confirmed that this had

Agenda Item 3

been tried in the past but had not been successful. A key issue was having to continually move the pool table and lack of suitable storage space for the table when not in use.

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	5.91	5.12	0.00	0.00	0.00

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at December 2023, using the profile outlined above.

The table showed that room hires for December were £2.1k above target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at December 2023, using the profile outlined above. The position continued to show improvement, but this still showed the Centre at £2.5k behind the year to date target (£1.7k below a straight monthly split). Income was £2.4k higher than at this time last year and was £2.7k higher than the year to date figure at the same time last year. There remained a realistic possibility that the room lettings could break even, if there was a small upturn in bookings.

Councillor Warnock-Smith reiterated his point made at the last meeting, that perhaps the targets should be revised downwards.

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	70.00	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 December 2023, using the profile outlined above. The field hire was £62.62 behind the target for this month. Poor weather had been a factor, as it had not been possible to play any matches in December due to pitch conditions.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at December 2023, using the profile outlined above. This showed the year to date figure above target by £501.99.

Mrs Hinkins reported that the annual fee had been received from Winwick Athletic FC, on 2 January 2024, in the sum of £4.2k.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of December showed an average of 6.9 cups per day sold and income of £534.20. This was 2.4 cups per day less than the figure for last year.

Additional Income

- Ticket Sales - £64.00

Updates on Repairs

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

Additional Items

(a) BT Bills

The Operations and Finance Officer was currently querying BT bills which appeared to indicate that the Centre was being overcharged.

The Centre was also changing to digital telephones.

(b) Christmas Parties

Both children's Christmas parties had sold out, with most of the income appearing in the November report. However, the associated bar take had been less than in the previous year.

(c) Credit Card Reader

Mrs Hinkins reported that quotes had been obtained for a replacement credit card reader from DNA Payments and Worldpay.

DNA Payment offered a 4 year contract. Worldpay was a market leader and offered an 18 Month contract, with a small increase in costs for the final 6 months. Mrs Hinkins was minded to agree to a deal with Worldpay as this provided greater flexibility and was known to provide a good service.

The existing deal with Barclaycard only provided one handset, which could cause a logjam at the bar during busy events. A new deal would provide 2 handsets.

(d) New Year's Eve Party

Mrs Hinkins reported that the New Year's Eve party had raised £90 for charity, after deductions for lights and decorations. The money would be donated to the British Heart Foundation.

As an aside, the bar takings for the event had been over £1,500.

(e) Charity Quiz Night

The Pre-Christmas Quiz Night on 7 December arranged by Bob Towers had raised £250 for St Rocco's Hospice. Mr Wharton, Leisure Centre Manager, reported that the event had been well attended.

Mr Towers had indicated that he hoped to arrange a similar event in March 2024. Councillor Iddon commented that these types of events worked well, provided that they were not held too frequently. The Chair added that Mr Towers had commented similarly.

Payments

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

Payments Leisure Centre		
03Jan2024	£44.40	Easyflow
03Jan2024	£54.98	RIJO
29Dec2023	£2,353.11	T&JT Barton
27Dec2023	£250.00	Jason Taylor
19Dec2023	£111.00	Easyflow
Payments Parish		
22Dec2023	£195.00	Gardenia Gardens
22Dec2023	£147.18	ST Helens MBC
22Dec2023	£222.00	Styles
22Dec2023	£165.00	DL Hannan
Direct debit Leisure Centre		
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
Direct debit Parish		
04Jan2024	£36.00	XERO UK LTD
31Dec2023	£83.85	Service Charge
29Dec2023	£67.90	Handling Charge

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 November 2023.

(2) Community Governance Review

Councillor Iddon asked if the Council had been contacted about the number of seats and allocation across its remaining wards following the outcome of the Community Governance Review undertaken by Warrington Borough Council. The Clerk indicated that he had heard nothing further. The Parish Council had recommended 6 seats in Winwick ward and 4 seats in Peel Hall ward when it had initially discussed this matter. Mr Joinson undertook to chase this up. The Borough Council would need to determine this question before the start of the local election process (on 26 March 2024).

Decision - To request that the Clerk contact Warrington Borough Council to ascertain if it has now determined the electoral arrangements for Winwick Parish Council, following the outcome of the Community Governance Review.

WPMC 30 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 31 Community and Leisure Centre Update Report

Debtors

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

There were a small number of debtors who had invoices in the range 30-89 days outstanding. One debtor had recently paid the balance outstanding. An interest letter had been sent to a healthcare provider and this would be followed up shortly. If the debt was not paid soon future bookings would be halted. A new customer had now settled the first of 3 invoices, however there were 2 payments outstanding. A payment from a neighbouring parish was slightly overdue, probably as a result of the Christmas break.

Councillor Warnock-Smith enquired if customers paid a deposit for room bookings. Mrs Hinkins indicated that a deposit was payable for private function bookings, but was not applicable to commercial bookings. For private bookings a scale of cancellation fees was in place, unless the cancellation was over 1 month prior to the event.



It was noted that defaults were very rare, although there was a need to regularly chase up outstanding payments.

Decision – To note the report on debtors.

WPMC 32 Employee Matters







There were no employee matters to consider on this occasion.

WINWICK PARISH – MANAGEMENT COMMITTEE – ACTION LIST / REFERRAL LOG 2023/24

No.	Issue	Minute No.	Date of Raising	Referred To	Referral Date	Response Date	Comments	Progress
1	To request the Clerk to contact Warrington Borough Council to seek clarification about the process for bidding for s.106 funding.	WPMC.28(2)	09/01/24	Clerk	15/01/24	16/01/24	A response was provided by Niki Gallagher, Development Manager, WBC. The information was reported to the Council meeting held on 23/01/24 and further clarification about the process is now being sought. Potential projects were identified by the Council on 27/02/24 and a commitment made to develop business cases, as appropriate	
2	To request that the Clerk contact Warrington Borough Council to ascertain if it has now determined the electoral arrangements for Winwick Parish Council, following the outcome of the Community Governance Review.	WPMC.29(2)	09/01/24	Clerk	15/01/24	-	An initial reminder was sent to the Matthew Cumberbatch, Director of Law & Governance, WBC, in January. A further request for information was sent on 21/02/24. A reply has yet to be received.	

Version 1.0- (Final) – 12/03/24

Progress Legend

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

THIS PAGE IS LEFT BLANK INTENTIONALLY

Winwick Parish Council

Leisure Centre Performance Report

To management meeting 12th March 2024

1. Income information

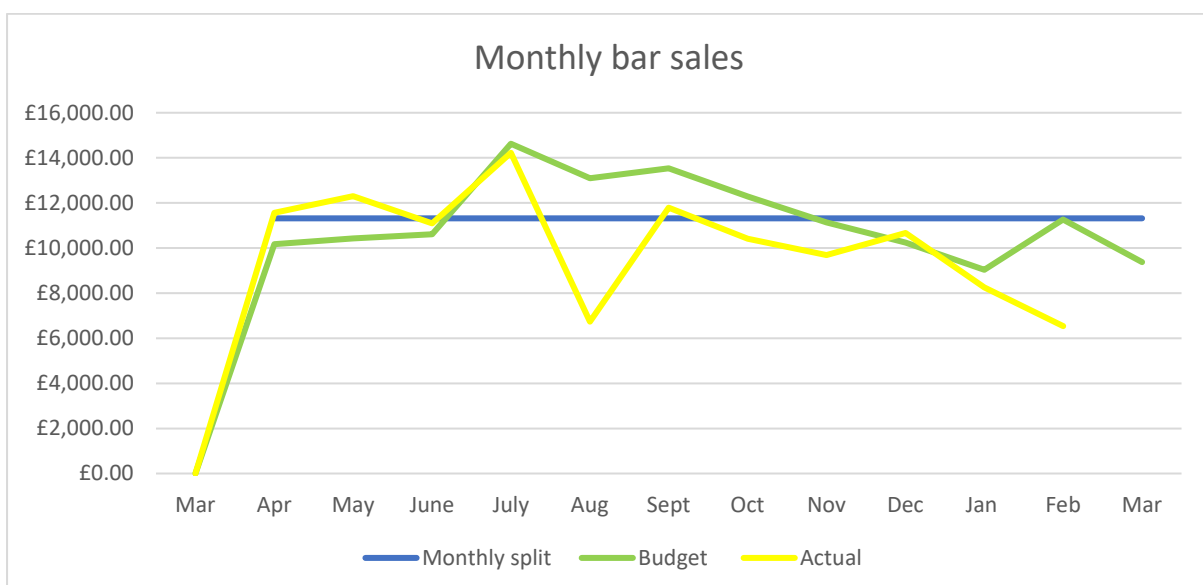
Key performance indicators.

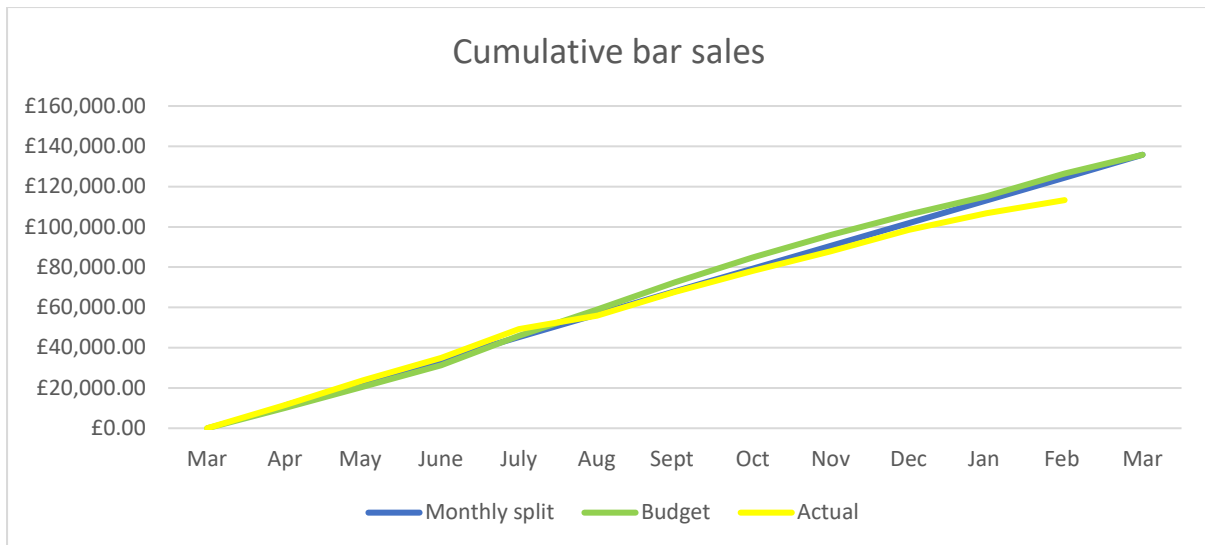
The annual budget for bar sales 2023/24 (£135,800) has been broken down over the 12-month period and will be assessed as per the table below:

	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	£8,256.67	£6,542.77	£0.00

February bar sales came in at £4.7k below target for the month. This puts us at £13.1k below target on the year to date. We are not going to get to target by the end of the year as we would need to make approx. £22k on bar sales in March to achieve this.

Plots showing bar sales income below:



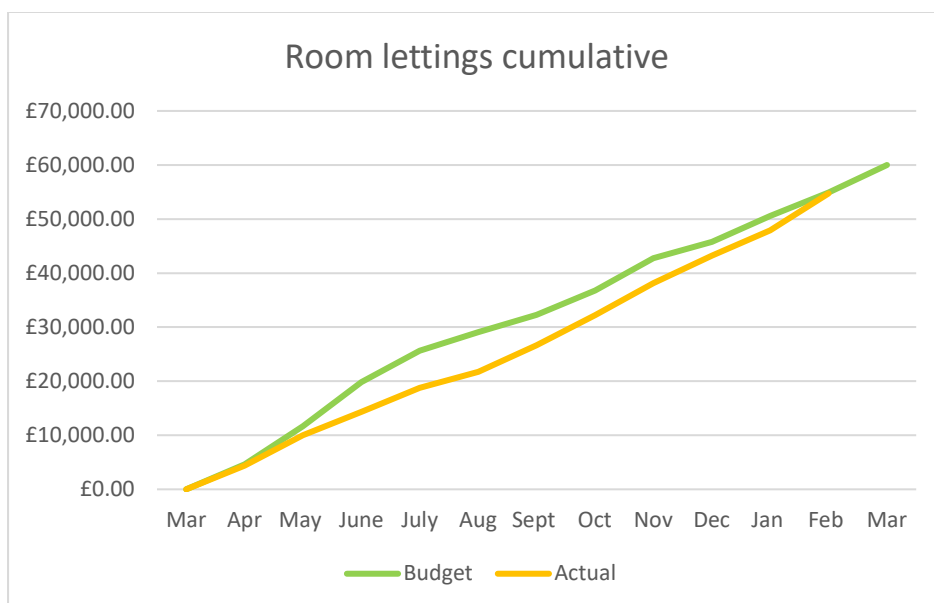
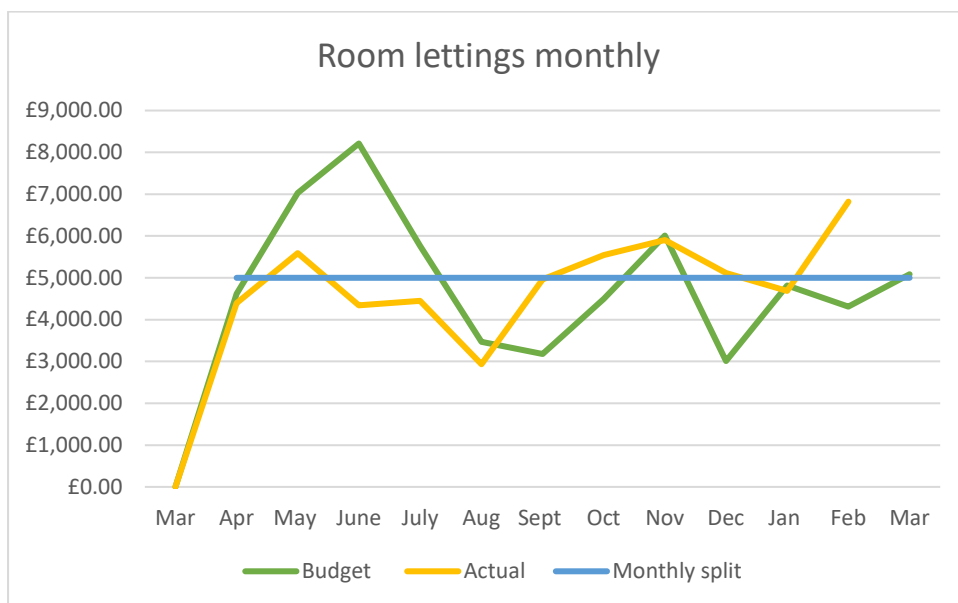


The room lettings for 2023/24 have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	Apr	May	June	July	Aug	Sept
Percentage	7.70%	11.72%	13.69%	9.60%	5.78%	5.30%
Fee	£4,620.43	£7,029.62	£8,211.59	£5,762.81	£3,465.61	£3,181.71
Actual	£4,395.75	£5,589.25	£4,339.00	£4,448.00	£2,932.54	£4,965.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	7.49%	10.02%	5.02%	8.02%	7.19%	8.47%
Fee	£4,492.62	£6,013.91	£3,009.78	£4,812.71	£4,315.04	£5,084.17
Actual	£5,540.00	£5,905.00	£5,118.75	£4,685.00	£6,821.25	£0.00

February room hires came in at £2.5k above target. This puts us £176.29 behind target on the year to date.

Plots are provided below:

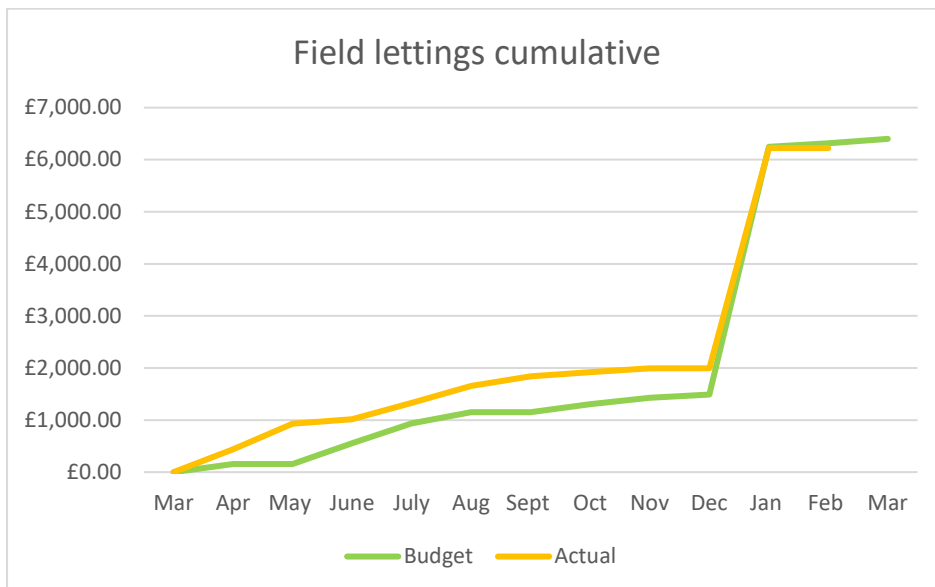
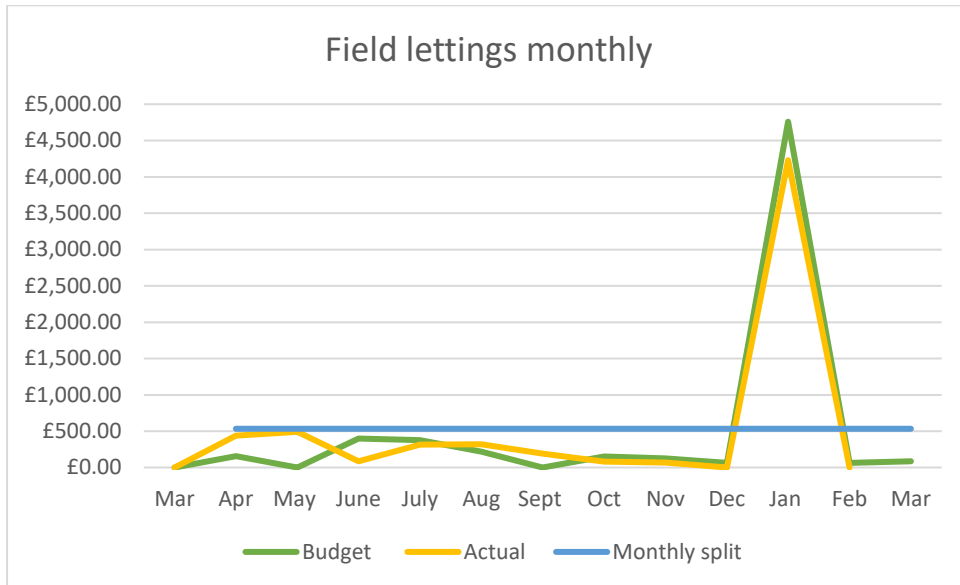


The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	Apr	May	June	July	Aug	Sept
Percentage	2.45%	0.00%	6.26%	5.87%	3.42%	0.00%
Fee	£156.80	£0.00	£400.64	£375.73	£219.18	£0.00
Actual	£440.00	£492.50	£85.00	£315.00	£320.00	£190.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	2.35%	1.96%	0.98%	74.36%	0.98%	1.37%
Fee	£150.29	£125.24	£62.62	£4,759.30	£62.62	£87.67
Actual	£80.00	£70.00	£0.00	£4,230.00	£0.00	£0.00

February field hire was £62.62 behind target for the month. This puts us at £89.93 behind target on the year to date.

Plots are provided below:



Agenda Item 5

The coffee morning sales figures are below. These show an average of 5.6 cups per day sold in February. This is a decrease of 11.2 cups per day on last years figures. This is largely due to the rain making the field unusable to the football teams.

	Cups sold total	Cups sold per day	Income
Apr	391	13.0	£985.90
May	238	7.7	£590.20
June	140	4.7	£338.30
July	293	9.5	£730.50
Aug	113	3.6	£281.40
Sept	281	9.4	£666.40
Oct	345	11.1	£869.60
Nov	307	10.2	£766.20
Dec	213	6.9	£534.20
Jan	262	8.5	£648.20
Feb	157	5.6	£381.90
Mar		0.0	
Total	2740	7.5	£6,792.80

Additional income

Insurance claim - £4,117.83

Updates on repairs

Cost saving light sensors to be put in Radley suite kitchen and toilet areas. – Put on hold until the new financial year.

Additional items

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

Card reader contract has been sorted to reduce down fees charged – with potential annual saving of £1154.40

Agenda Item 5

List of Payments made since those reported in the Full Council report from Feb 2024

Payments Leisure Centre		
04Mar2024	£129.60	Clear Brew
04Mar2024	£1,100.22	T&JBarton
27Feb2024	£44.40	Easyflow
26Feb2024	£240.00	Rapid secure
26Feb2024	£118.74	STHelens MBC
26Feb2024	£1,113.31	T&JBarton
26Feb2024	£304.10	Water Plus Limited
Payments Parish		
04Mar2024	£228.00	Protive security
04Mar2024	£293.04	Wicksteed Leisure
27Feb2024	£1,109.00	Winwick.org
26Feb2024	£270.00	Styles and co
Direct debits Leisure Centre		
29Feb2024	£863.00	WBC
20Feb2024	£1,897.08	BRITISH GAS
20Feb2024	£419.54	BAGNALL & MORRIS
Direct debits Parish		

Part 2 – Documents will be issued under separate cover.

- 1) Debtors list