

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/

5 June 2024

To Members of Management Committee
Councillors Griffiths, Herron, Lavender, Mann, Murray and Steen

Dear Councillor

A meeting of the Management Committee will take place on **Tuesday 11 June 2024, at 7.30pm** at Winwick Leisure Centre.

Yours sincerely

Julian Joinson
Clerk to the Parish Council

AGENDA

1. **Appointment of Chair**
2. **Appointment of Vice-Chair**
3. **Apologies for absence**
4. **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.

5. **Minutes**

To receive the minutes of the meeting of the Committee held on 12 March 2024.

6. Action List

There are no outstanding actions arising from decisions recorded in previous meetings on this occasion.

7. Community & Leisure Centre – Update Reports

To note that information was circulated to councillors outside of the meeting in the April update report (covering the period 1 to 31 March 2024) and that an update for May (covering the period 1 to 30 April 2024) was provided at the Council meeting on 14 May in lieu of meetings of this Committee.

To consider the latest update 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).

8. 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

9. 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

10. 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 12 March 2024

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

Also In Attendance: Councillor A Griffiths

There was one member of the public in attendance.

WPMC 33 Apologies

There were no apologies for absence submitted.

WPMC 34 Code of Conduct - Declarations of Interest

There were no declarations of interest received.

WPMC 35 Minutes

In response to a question about Minute WPMC 28 - Action List (Development at Golborne Road), Councillor Herron reported that he not yet received any information from Paul McMahon in connection with a possible bid for s.106 funding. He undertook to chase up the matter.

Decision – That the Minutes of the meeting held on 9 January 2024 be agreed as a correct record.

WPMC 36 Action List

Members considered a schedule, which outlined actions and referrals from previous meetings.

Actions listed, which had been completed or which were reported verbally at the meeting as complete, would be omitted from the next update to the list.

Regarding Action 1 – s106 Funding, the Chair indicate that he hoped to have some project information in time for the next meeting of the Council. Clare Hinkins, Operations and Finance Officer, added that she hoped to be able to obtain some quotes for the showers shortly. The Chair commented that there was a need to keep up momentum on this matter. Councillor Warnock-Smith asked if it would be possible to provide fully costed proposals in time for the next Council meeting. The Chair confirmed that speed was important, as there was only a 6 months' window to access the funding.

In respect of Action 2 – Electoral Arrangements, the Chair reported that he had spoken to Mick Styne, Association of Electoral Administrators (AEA) Consultant, at Warrington Borough Council. He had indicated that there would be 3 seats allocated to each parish ward, ie. 6 councillors overall, not

10.

Councillor Warnock-Smith commented that this appeared to be at odds with the Working Group recommendations, which had indicated that Winwick should have the 'same number of councillors'. Councillor Iddon expressed concern at the decision, which appeared not to have taken into account the Parish Council's long-held views that Local Government Boundary Commission for England had made an error in its allocation of seats at the previous boundary review and that a parity of seats across the two remaining wards following the recent Community Governance Review would not be representative of the numbers of residents in the Winwick ward. The Clerk reported that the Notice of Elections was due to be published this week, allowing no time to challenge this outcome. Councillor Griffiths confirmed that the notice had in fact been published on 11 March 2024. Councillor Iddon was strongly of the opinion that the new electoral arrangements would not work.

The Chair reminded members that the Council had discussed two different models as possible outcomes of the Review. However, both of these models had envisaged retaining 10 councillors for the area. Councillor McGinn asked if the Council had a right to complain and ask for a further Review. However, it was believed that any further changes could not be implemented for 4 years.

The following on-going matter was also raised:

Newsletter

The Chair indicated the following suggestions for inclusion in the next edition of the newsletter:

- precept information;
- beer festival dates;
- prevention of dog fouling; and
- local advertisements.

Mrs Hinkins undertook to chase up potential advertisers. She asked whether the newsletter should be distributed to Houghton Green. Members agreed that this would still be appropriate, particularly as there were potential customers for the Leisure Centre in the Cinnamon Brow area. Councillor McGinn indicated that he would be prepared to continue to deliver newsletters in that area, even after the boundary changes had taken place. Mrs Hinkins considered that it might be possible to split the newsletter, so that information on the Leisure Centre activities could be distributed separately from the general Paish information.

The Chair noted that the inclusion of information to discourage dog fouling would help to address the request made by a member of the public reported at the last Council meeting. It was acknowledged that the pavements close to the Playing Fields were covered in dog mess. Councillor Iddon commented

that the problem generally tended to worsen in winter, as irresponsible dog walkers were less conspicuous in the hours of darkness.

Bus Shelters

Councillor Griffiths confirmed that he had sent a photograph of the bus shelter referred to at the last Council meeting to the Operations and Finance Officer. Mrs Hinkins had not yet seen the communication, as she had been attending to a leak caused by water pooling on the Leisure Centre roof.

Decision – To note the schedule of actions and referrals from previous meetings, the verbal updates provided and the updates to be applied to the next list.

WPMC 37 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 January 2024. The Committee were now provided with a report which showed the financial position at the Leisure Centre for February 2024.

The February report comprised the standard format, which included a monthly profile of anticipated finances based upon the income figures experienced in previous years and the details of actual income received. Targets for 2023/24 had been increased from the 2022/23 levels.

Income Information

Key Performance Indicators (Bar Sales)

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

	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	8.26	6.54	0.00

Bar Takings Monthly

A graph was provided which showed monthly budgeted and actual bar takings as at February 2024, using the profile outlined above. February bar sales had

come in at £4.7k below target.

Bar Takings Cumulative

A graph was also provided showing the cumulative budgeted and actual bar takings as at February 2024, using the profile outlined above. This put the Centre at £13.1k below the target for the year to date. Realistically, the Centre would be unable to meet its year end target as it would need to make approximately £22k on bar sales in March to achieve this. Poor weather and associated low footfall were the main factors contributing to the downturn.

Councillor Iddon enquired why the bar takings for February were significantly below forecast. Mrs Hinkins responded that there had been no large evening party bookings, which had reduced the Saturday bar take, and the regular bar footfall had been impacted by rain. Friday to Saturday bar takings could be between £300 to £600 depending on the number of customers. If a party booking was also taking place the bar takings could be between £1,500 to £2,000. Bookings for March were also low, although April looked more promising. Councillor Warnock-Smith asked of there were any bookings over the Easter weekend. Mrs Hinkins indicated that none had been booked to date.

Councillor McGinn asked if room hire prices were published in the newsletter. However, this had not yet been tried. Mr Wharton, Leisure Centre Manager, indicated that room hire for Saturday evening cost £165, which was very competitive. Alternative venues included the Golf Club and Cinnamon Brow Farm Club. The latter was usually busy, but was a smaller venue. The Chair suggested that room hire details should be added to the newsletter and more use made of the Centre's Facebook page.

Councillor Iddon commented that Newton-le-Willows High Street appeared to be thriving, which gave rise to additional competition. Councillor Warnock-Smith noted that the Euros football was due to take place soon. The Chair indicated that this started on 14 June, with the first England match on 20 June 2024. Mr Wharton commented that all rooms could be used for these matches. Councillor Iddon indicated that it might be difficult to compete with the Mill House pub, which excelled in providing sports coverage.

Councillor Iddon asked how the recent Cliff Night had gone. Mrs Hinkins responded that the event (on the same night as the break-in) had been fairly successful, with 60 tickets sold. On reflection the event had probably been held a little too early in February to be a sell-out.

The Chair indicated that there was the charity quiz night in April to look forward to. Mrs Hinkins added that the Cheshire Majorettes event was due to be held on 28 April, with the local majorettes group event due to take place in May. Rooms had also been hired for the elections in May. There was a charge for use of the room for elections, but overall the Parish Council paid back more to the Borough Council in other elections costs.

Agenda Item 5

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	4.69	6.82	0.00

Room Lettings Monthly

A graph was provided which showed monthly budgeted and actual room lettings income as at February 2024, using the profile outlined above.

The table showed that room hires for February were £2.5k above target.

Room Lettings Cumulative

A further graph was provided showing the cumulative budgeted and actual lettings income as at February 2024, using the profile outlined above. The position continued to show improvement and was now only £176.29 behind the year to date target. Income for March might also be boosted by anticipated bookings from bands.

Key Performance Indicators (Field Income)

Field income had also been analysed and the expected fees for 2023/24 (£6,400.00) had been split across the relevant months by expected percentage. 2023/24 actual income (also shown) would be assessed against the table provided below:-

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of Total (%)	2.45	0.00	6.26	5.87	3.42	0.00	2.35	1.96	0.98	74.36	0.98	1.37
Feet (£s)	156.8	0.00	400.6	375.7	219.2	0.00	150.3	125.24	62.6	4,759.3	62.6	87.7
Actual (£s)	440.0	492.5	85.00	315.0	320.0	190.0	80.0	70.00	0.00	4,230.0	0.00	0.00

Field Income Monthly

A graph was provided which showed monthly budgeted and actual field lettings income as at February 2024, using the profile outlined above. The field hire was £62.62 behind the target for the month.

Football had been cancelled during February due to rain-soaked pitches. The teams would try to fit their matches into March, but there might be some overspill into April and May. Mr Wharton added that there were other bookings at that time, making it difficult to fit in any football matches. The Chair had previously spoken to Paul McMahon about the proposed pitch improvements. The pitches at the bottom of the field were particularly vulnerable to wet conditions. There was also a need to fill up the sand buckets to repair damage caused by rabbit holes.

Field Income Cumulative

A further graph was provided showing the cumulative budgeted and actual field lettings income as at February 2024, using the profile outlined above. This showed the year to date figure below target by £89.93.

Coffee Sales

The coffee morning sales figures were provided. The figures for the month of February showed an average of 5.6 cups per day sold and income of £381.90. This was 11.2 cups per day less than the figure for last year. This was largely due to the persistent rain making the pitches unusable for the football teams.

Additional Income

- Insurance Income - £4,117.83

Updates on Repairs

Cost-saving light sensors were planned be installed in the Radley Suite kitchen and toilet areas. However, this project had been put on hold until the new financial year

Additional Items

(a) BT Bills

The Operations and Finance Officer had queried BT bills which appeared to indicate that the Centre was being overcharged. BT had now agreed to credit the Council for the overcharges.

(b) Credit Card Reader

The card reader contract had been finalised and would result in reduced fees being charged. There was a potential annual saving of around £1,154.40. The new handsets would cost slightly more, but the percentage for transaction charges was less. The money arrived in the Council's account within one day of the transaction taking place.

The old card reader contract would be terminated. A quote had been received from Barclaycard only after the new contract had been signed.

Payments

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

Payments Leisure Centre		
04Mar2024	£129.60	Clear Brew
04Mar2024	£1,100.22	T&JT Barton
27Feb2024	£44.40	Easyflow
26Feb2024	£240.00	Rapid secure
26Feb2024	£118.74	ST Helens MBC
26Feb2024	£1,113.31	T&JT Barton
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		

The Chair queried the reason for a payment to St Helens Metropolitan Borough Council. Mrs Hinkins agreed to report this matter in Part 2 of the meeting.

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 January 2024.

WPMC 38 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 39 Community and Leisure Centre Update Report

(a) Debtors

Members considered a report on debtors, both private and public sector. One outstanding debt over 90 days had now been paid.

There were two debts for invoices in the range 30-89 days outstanding from a single organisation. A conversation had taken place yesterday with the debtor and payment was expected very shortly.

Decision – To note the report on debtors.

(b) Leisure Centre/Council Finances

Mrs Hinkins reported on the Council's cashflow position. At this time, an estimate of the Council's year end finances had not been prepared. However, the Council would need to ensure it had sufficient funds in place to last until mid-May when the Precept income was due to be received. In the interim, the Council would need to be careful around any expenditure and the timing of its payments to suppliers.

Councillor Griffiths enquired if there had been any further news from the Winwick Educational Foundation. The Chair and officers reported that any proceeds from the winding up of the charity were likely to take years to materialise.

Councillor McGinn asked about possible use of the Millennium Fund. The Clerk reported that this could be wound up or, with the approval of the trustees, could provide an interest free loan to the Council for a short period. Councillor Iddon suggested that if the fund was to be wound up, the money should be used for a specific project, or projects. It had been set up in good faith to make small educational or other grants using the interest from the capital at a time of high interested rates. Councillor Griffiths suggested that the Council draw up a list of projects that it wished to undertake to assist in programming and funding any works. Councillor McGinn considered that the existence of the fund should be better publicised if it were to be retained.

Decision – To note the report on finances.

(c) Access Road

Members were informed that a draft licence agreement had been received by the Chair of the Council in connection with use of the access road. Members noted the proposed increase in the annual charge. The Clerk undertook to send a copy of the existing agreement to the Chair of the Committee for comparison purposes. The matter had come to the fore as a result of the negotiations undertaken some time ago about the possible provision of land for a school car park. In the future, the Council might also wish to charge the school for use of the playing fields. Members and officers noted that it was be important to continue a dialogue with Warrington CE Educational Trust to ensure a positive outcome for all parties.

Decision – To note the report on the Access Road.

WPMC 40 Employee Matters

Decision – To note that the payment to St Helens MBC reported at Minute 37 – Payments, relates to a personal staffing matter.

THIS PAGE IS LEFT BLANK INTENTIONALLY

Winwick Parish Council

Leisure Centre Performance Report

To meeting 11th June 2024

1. Income information

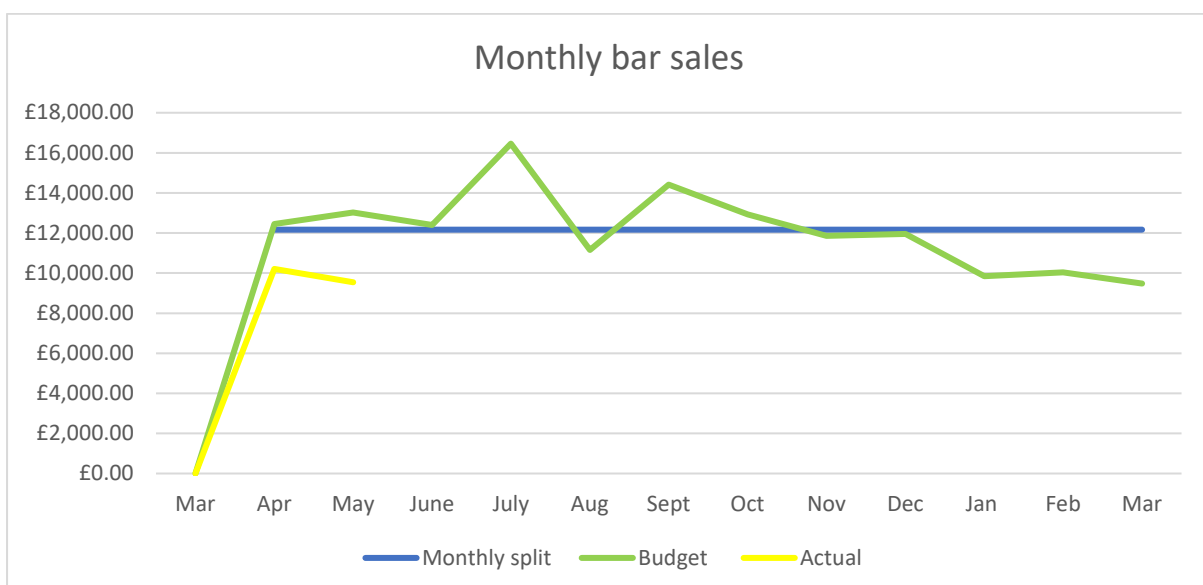
Key performance indicators.

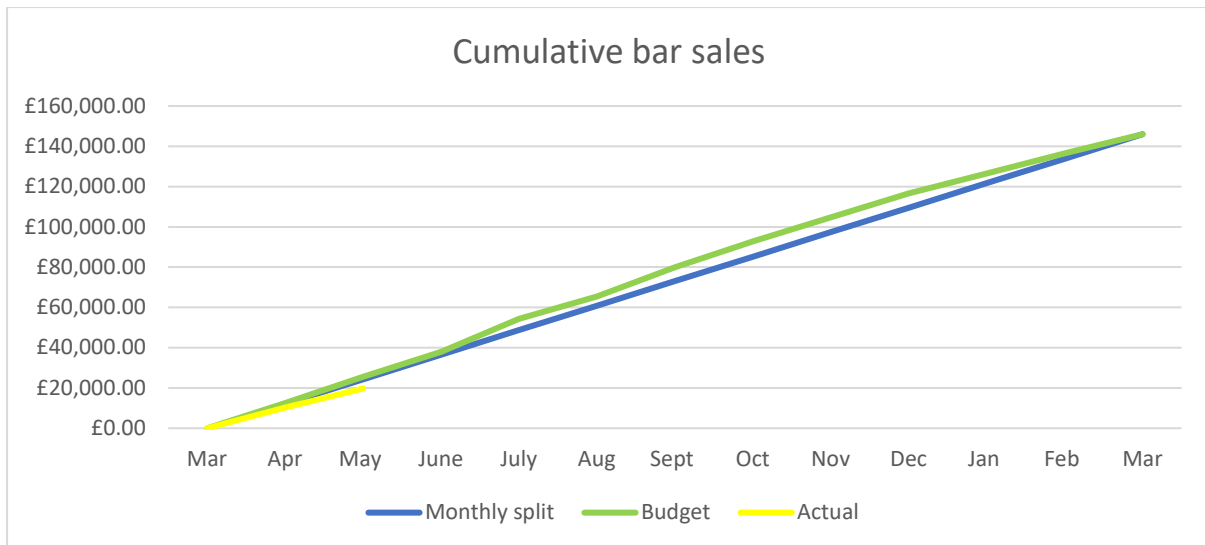
The annual budget for bar sales (£146,000) has been broken down over the 12-month period and will be assessed as per the table below:

	Apr	May	June	July	Aug	Sept
Percentage of total	8.52%	8.92%	8.50%	11.27%	7.64%	9.87%
Budget	£12,444.43	£13,023.23	£12,402.82	£16,458.10	£11,158.82	£14,411.50
Actuals	£10,207.65	£9,536.27	£0.00	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage of total	8.85%	8.12%	8.18%	6.75%	6.88%	6.50%
Budget	£12,920.31	£11,854.02	£11,946.57	£9,851.32	£10,044.34	£9,484.55
Actuals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

May bar sales were below target by £3.4k. The loss of the second majorettes day has impacted this months earning potential (est. £1.5k income loss) and the uncertain weather conditions have meant that some nights have underperformed.

Plots showing bar sales income below:



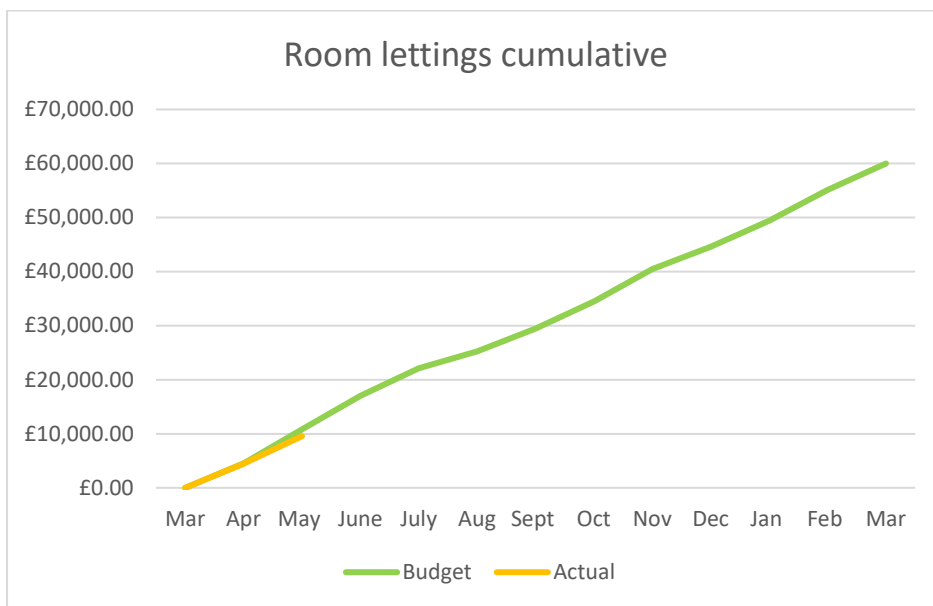
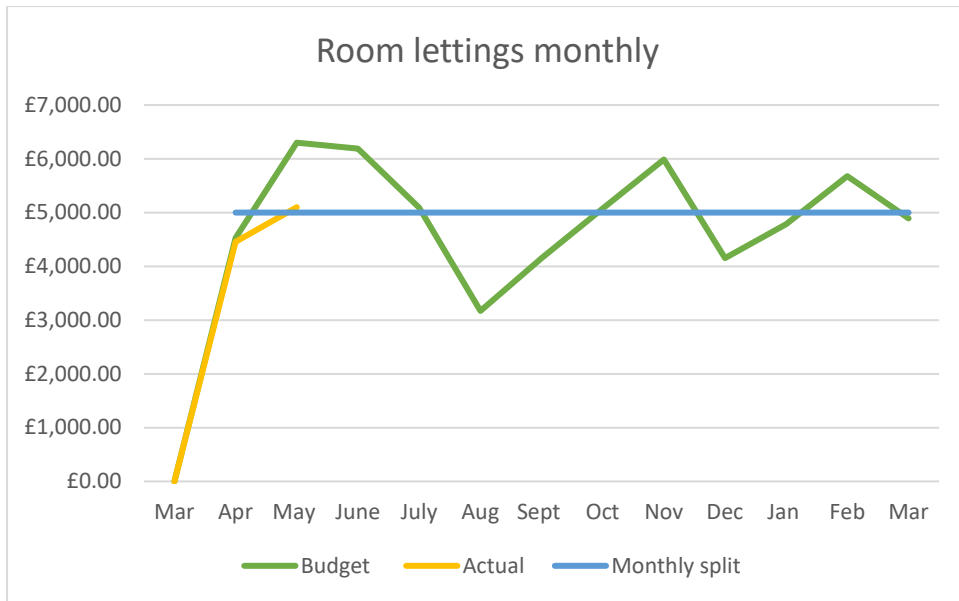


The room lettings have been analysed and the expected fees have been split across the relevant months based on their monthly percentages (refer to the table below)

	Apr	May	June	July	Aug	Sept
Percentage	7.54%	10.50%	10.32%	8.49%	5.28%	6.92%
Fee	£4,526.17	£6,299.92	£6,190.38	£5,093.10	£3,168.33	£4,151.12
Actual	£4,459.50	£5,100.00	£0.00	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	8.46%	9.98%	6.92%	7.97%	9.46%	8.15%
Fee	£5,076.55	£5,989.18	£4,152.05	£4,784.62	£5,676.56	£4,892.02
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

May room hires came in at £1.2k below target, although it was £100 over a straight monthly split.

Plots are provided below:

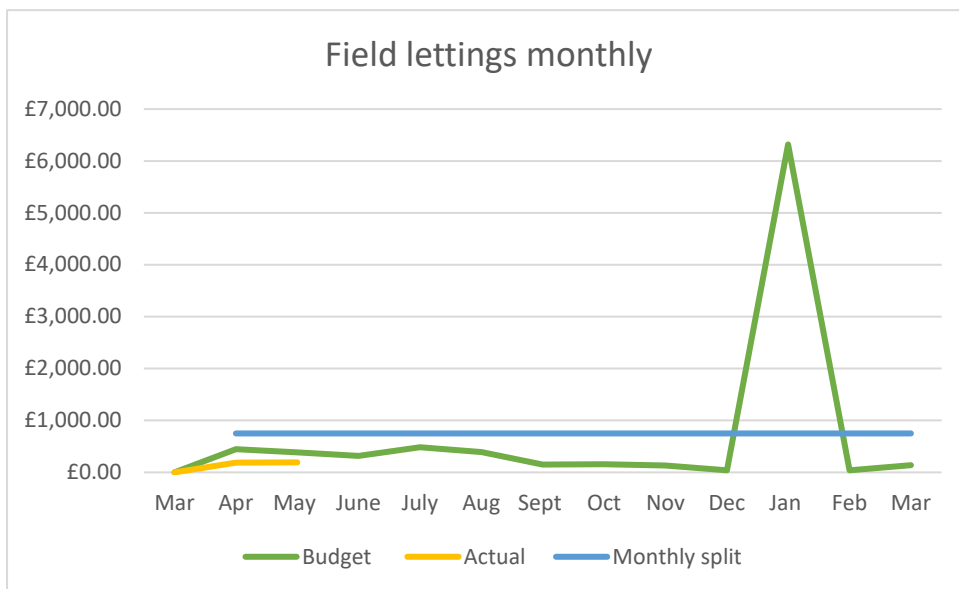


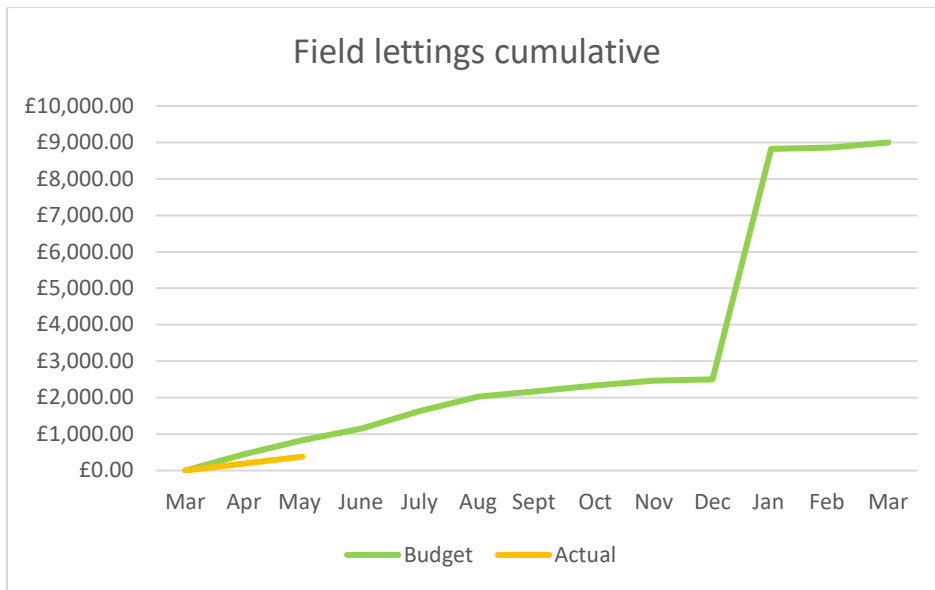
The table below shows how the field income section has been analysed and the expected fees have been split across the relevant months based on their expected percentages.

	Apr	May	June	July	Aug	Sept
Percentage	4.94%	4.31%	3.54%	5.38%	4.33%	1.66%
Fee	£444.59	£387.54	£318.69	£483.93	£389.51	£149.51
Actual	£187.50	£192.50	£0.00	£0.00	£0.00	£0.00
	Oct	Nov	Dec	Jan	Feb	Mar
Percentage	1.75%	1.49%	0.44%	70.21%	0.44%	1.53%
Fee	£157.38	£133.77	£39.34	£6,318.69	£39.34	£137.70
Actual	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

May field hire was £195.04 below target for the month. This was due to the majorettes cancelling due coach drivers worried about the field due to rain (£300 income lost plus bar sales).

Plots are provided below:





The coffee morning sales figures are below. These show an average of 5.8 cups per day sold in May. This is a decrease of 1.9 cups per day on last years' figures.

	Cups sold total	Cups sold per day	Income
Apr	238	7.9	£584.20
May	180	5.8	£437.90
June		0.0	
July		0.0	
Aug		0.0	
Sept		0.0	
Oct		0.0	
Nov		0.0	
Dec		0.0	
Jan		0.0	
Feb		0.0	
Mar		0.0	
Total	418	1.1	£1,022.10

Additional income

None recorded

Updates on repairs

Radley light sensors due to be installed Thursday 6th June.

Light fittings on mirror in main hall to be removed and made safe.

Additional items

Events:

The events running in June are as follows:

6th June – D Day Quiz

21st and 22nd June – Real Ale festival

16th, 20th and 25th June – Euro qualifiers

Also, we have 3 football presentation days/nights booked in for June.

Payzone:

I have requested a call back from payzone to discuss the fees associated with the gas/electric key payments. I will update on any progress at the Management meeting.

List of Payments made since those reported in the full council report at the meeting 14th May 2024

Payments Leisure Centre		
03Jun2024	£129.60	Clear Brew
03Jun2024	£288.00	Aquila Heating Ltd
03Jun2024	£2,126.65	T&JT Barton
30May2024	£175.00	Winwick.org
30May2024	£472.50	Elite Digital
24May2024	£108.00	Maxigiene
24May2024	£31.20	T&JT Barton
20May2024	£44.40	Easyflow
20May2024	£2,350.72	T&JT Barton
13May2024	£160.00	B. Muflihi
13May2024	£129.60	Clear Brew
10May2024	£22.20	Easyflow
10May2024	£306.00	DJakobsen
Payments Parish		
30May2024	£123.91	STHelens MBC
24May2024	£222.00	Styles and co
20May2024	£195.00	Gardenia Gardens
20May2024	£2,688.89	HMRC Cumbernauld
20May2024	£2,972.22	Chsh. Pension Fund
20May2024	£426.00	Stephensons
10May2024	£260.00	DLHannan
Direct debits Leisure Centre		
30May2024	£863.00	WBC
20May2024	£420.39	BRITISH GAS
20May2024	£338.88	BAGNALL & MORRIS
16May2024	£28.79	BT GROUP PLC
08May2024	£713.00	SCOTTISHPOWER
08May2024	£253.87	TNT SPORTS
Direct debits Parish		
03Jun2024	£3,614.42	PUBLIC WORKS LOANS
21May2024	£195.89	WORLDPAY
16May2024	£649.09	LLOYDS BANK PLC
15May2024	£6.97	TAKEPAYMENTS LTD
10May2024	£10.00	BARCLAYCARD
07May2024	£36.00	XERO UK LTD

Part 2 – Documents will be issued under separate cover.

- 1) Debtors list